NovoConnect™ B360

Wireless Presentation & Collaboration System

User Manual

Version 1.5

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Table of Contents

1. GETTING STARTED 6

1.1 Package contents 6

1.2 Setting up your NovoConnect B360 device 7

1.2.1 How to connect your NovoConnect B360 device 7

1.2.2 The NovoConnect Home Screen 8

1.3 Software download and installation 9

2. WI-FI SETUP 12

2.1 Hotspot Mode 12

2.2 Client Mode 13

3. MAKING A PRESENTATION 14

3.1 Presenting with Windows and Mac PC 14

3.1.1 Step 1: Presentation software configuration 15

3.1.2 Step 2: Connect to your B360 device 16

3.1.3 Step 3: Make a presentation 17

3.1.4 Step 4: Presentation management 18

3.1.4.1 Set Moderator Mode (*Corporate Edition* only) 18

3.1.4.2 Role assignment 18

3.1.4.3 Role change, screen preview, and four-way split screen 19

3.1.4.4 Pause, resume, and disconnect 21

3.1.4.5 Lock/Unlock Students' Tablets (*Education Edition* only) 21

3.1.4.6 Terminate Session (*Education Edition* only) 22

3.1.4.7 Polling (*Education Edition* only) 22

3.1.4.8 Voting (*Education Edition* only) 27

3.2 Presenting with iOS tablet (iPad) 30

3.2.1 Step 1: Connect to your B360 device 30

3.2.1.1 Connect to your B360 device automatically via QR Code 31

3.2.1.2 Connect to your B360 device manually 32

3.2.2 Step 2: Make a presentation 35

3.2.2.1 My Note *(Education Edition* only) 36

3.2.2.2 Presenting an image 40

3.2.2.3 Presenting a document (local storage) 42

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3.2.2.4 Presenting a document (with Dropbox) 43
3.2.2.5 Presenting with a browser 46
3.2.2.6 Annotation 48
3.2.2.7 Screenshot and share 49
3.2.3 Step 3: Presentation management 50
3.2.3.1 Set Moderator Mode (*Corporate Edition* only) 51
3.2.3.2 Role assignment 52
3.2.3.3 Role change, screen preview, and four-way split screen 54
3.2.3.4 Pause, resume, and disconnect 58
3.2.3.5 Reset 58
3.2.3.6 Lock/Unlock Students' Tablets (*Education Edition* only) 60
3.2.3.7 Terminate Session (*Education Edition* only) 60
3.3 Presenting with Android Tablet 61
3.3.1 Step 1: Connect to your B360 Device 61
3.3.1.1 Connect to your B360 device automatically via QR Code 62
3.3.1.2 Connect to your B360 device manually 64
3.3.2 Step 2: Make a presentation 66
3.3.2.1 My Note *(Education Edition* only) 66
3.3.2.2 Presenting an image 69
3.3.2.2 Presenting a document (local storage) 70
3.3.2.3 Presenting a document (with Dropbox) 72
3.3.2.4 Presenting a document (with a browser) 74
3.3.2.5 Annotation 76
3.3.2.6 Screenshot and share 77
3.3.3 Step 3: Presentation management 78
3.3.3.1 Set Moderator Mode (*Corporate Edition* only) 79
3.3.3.2 Role assignment 81
3.3.3.3 Role change, screen preview, and four-way split screen 83
3.3.3.4 Pause, resume, and disconnect 86
3.3.3.5 Reset and rename local device 87
3.3.3.6 Lock/unlock Students' Tablets (*Education Edition* only) 88
3.3.3.7 Terminate Session (*Education Edition* only) 88
3.4 Presenting with Android Phone 89
3.4.1 Step 1: Connect to your B360 Device 89
3.4.1.1 Connect to your B360 device automatically via QR Code 90
3.4.1.2 Connect to your B360 device manually 92
3.4.2 Step 2: Make a presentation 94
3.4.2.1 My Note *(Education Edition* only) 94
3.4.2.2 Presenting an image 97

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3.4.2.2 Presenting a document (local storage) 98
3.4.2.3 Presenting a document (with Dropbox) 100
3.4.2.4 Presenting a document (with a browser) 102
3.4.2.5 Annotation 104
3.4.2.6 Screenshot and share 105
3.4.2.7 Answering questions in Voting 106
3.4.3 Step 3: Presentation management 107
3.4.3.1 Set Moderator Mode (*Corporate Edition* only) 107
3.4.3.2 Role assignment 109
3.4.3.3 Role change, screen preview, and four-way split screen 111
3.4.3.4 Pause, resume, and disconnect 114
3.4.3.5 Reset and rename local device 115
3.4.3.6 Lock/unlock Students' Tablets (*Education Edition* only) 116
3.4.3.7 Terminate Session (*Education Edition* only) 116
3.5 Presenting with the NovoConnect B360 Device 117
3.6 Connecting with Chromebook 120
3.6.1 Installing NovoConnct Desktop Streamer 1220
3.6.2 Launching and Connecting with NovoConnect Desktop Streamer 1220
3.6.2.1 Answering questions in Voting 1271
3.6.2.2 Steaming local video and YouTube video 121
3.7 Group Editor (*Education Edition* only) 1202
3.7.1 Application features 122
3.7.2 Creating and importing User Group files 122
3.7.2.1 Creating a new User Group file 124
3.7.2.2 Importing User Group flile 124
3.7.3 Editing, exporting and deleting User Groups 125
3.8 Video file and YouTube Streaming (*Education Edition* only) 127
3.8.1 Application features 127
3.8.2 Streaming local video files 127
3.8.3 Streaming YouTube Videos 128

4. B360 CONFIGURATION 130

4.1 B360 System Configuration 130
4.2 Device information and settings, reset, and firmware upgrade 133
4.3 Custom Configuration File 135
4.3.1 Create and Install Custom Configuration File 135

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4.3.2 Download and open NovoConnectConfig.xml template file 135
4.3.3 Fill in the values for personal configuration 135
4.3.4 Add a custom logo (optional) 136
4.3.5 Copy and install files 136
4.4 Wi-Fi Reconnection 136
5. SPECIFICATIONS 137
6. TROUBLESHOOTING 138
7. SAFETY INFORMATION 140
8. COPYRIGHT INFORMATION 141
9. INDEX 142

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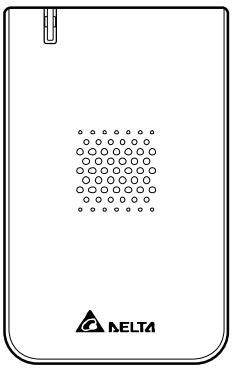
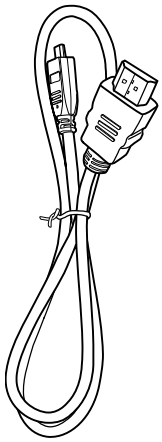
1. Getting Started

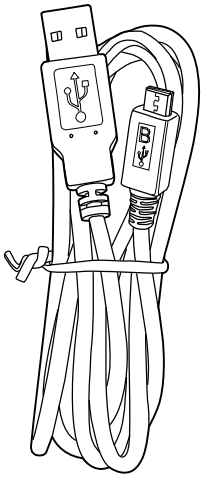
1.1 Package contents



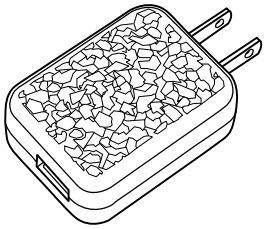
(a) NovoConnect B360 main unit



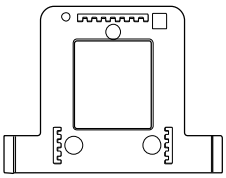
(b) Micro-HDMI-to-HDMI cable



(c) Micro-USB-to-USB power cable



(d) USB power adapter



(e) NovoConnect Mount

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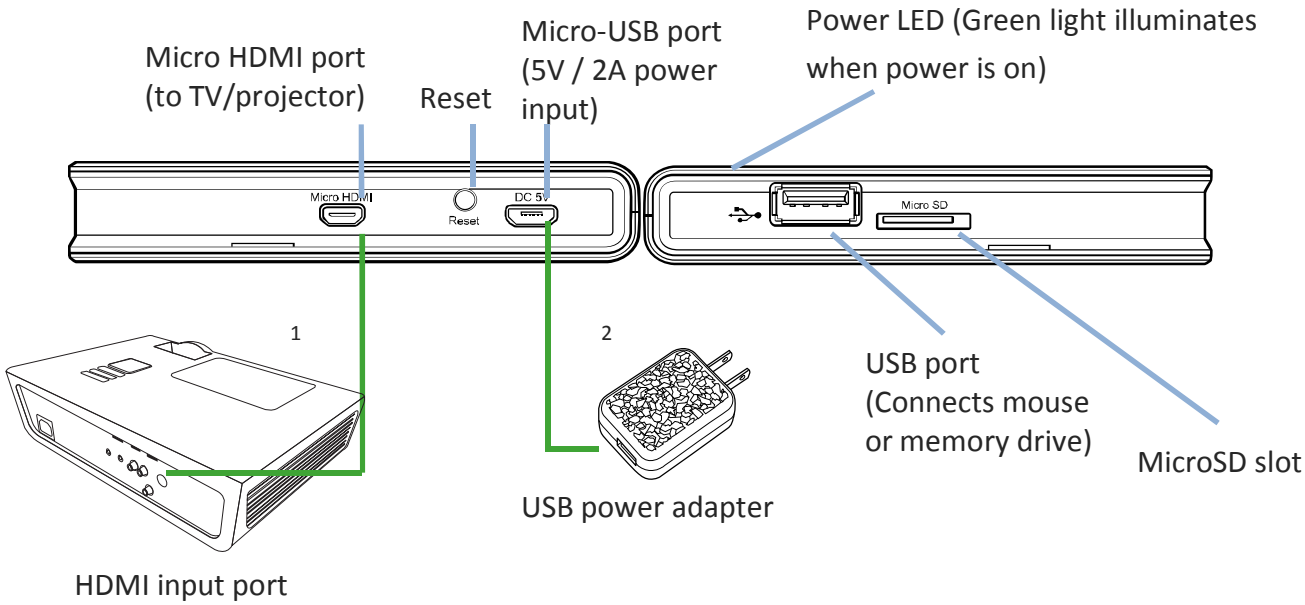
1.2 Setting up your NovoConnect B360 device



1.2.1 How to connect your NovoConnect B360 device

1. Video/Audio connection: Connect the Micro HDMI port to the TV/projector's HDMI input port using the Micro-HDMI-to-HDMI cable (item (b) in "Package Contents.")
2. Power: Connect the Micro-USB port to a power outlet using the Micro-USB-to-USB power cable and the USB power adapter (items (c) and (d) in "Package Contents.")
3. At this stage the NovoConnect B360's green LED power indicator should be illuminated. (See above illustration for Power LED location.)

Note: In this manual, your NovoConnect B360 will also be referred to as B360 for short.

Note: You may connect an optional USB mouse or a memory drive to the USB port.

Note: The microSD slot supports microSD cards up to 32 GB in, FAT32 and NTFS file formats.

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1.2.2 The NovoConnect Home Screen

The NovoConnect B360 device will power up with the below display after steps 1 and 2 listed above. This display is referred to as the "NovoConnect home screen" or just the "home screen" in this document. The home screen is generated by the presentation management software, in the B360 device, which is also known as the *remote viewer*.

1 Presentation setup

The default Wi-Fi mode for your B360 is Hotspot Mode. To connect your computer or tablet device, enable Wi-Fi in the device setting. Search for and connect to the SSID shown in this step (e.g. NVC_39FC7).

2 Software installation

Windows/Mac Users:	Enter the URL displayed on the home screen under "Desktop Streamer" into your web browser and follow the instructions in the next section.
iPad/Android Users:	Follow the instructions in the next section.

3 Connect

Windows/Mac Users:	Launch the installed NovoConnect *Desktop Streamer* application and enter the URL (and PIN if required) shown on the home screen in this step.
iPad/Android Devices:	Scan the QR code on the bottom right corner of the NovoConnect screen or manually configure your tablet by entering the IP address (and PIN if required) into your *NovoPresenter* and connect.

4 Select the Application Edition (optional)

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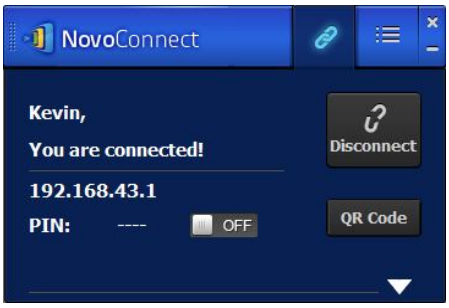
Connect a USB mouse to your B360. Click the on-screen edition display area to set your NovoConnect to either *Corporate Edition* or *Education Edition*.

The main differences between these two editions are as follows:

Corporate Edition: During a presentation, all *participants* can project screen contents directly onto the NovoConnect screen. One of the *participants* can become the *moderator* to conduct attendance. For more information on the *moderator*, refer to the **Presentation Management** section for your respective device

Education Edition: During a presentation, the *host* can preview the screen of any *participant* without needing to first obtain permission, lock the *participants'* tablets, and terminate the session. For more information on the screen preview function refer to the **Presentation Management** section for your respective device.



Note: This manual primarily references the Corporate Edition for instructional examples. Special notes will accompany instructions that are specific to the Education Edition.

1.3 Software download and installation

The NovoConnect B360 device supports connections of up to 64 concurrent *participants* across a mix of PC and tablet devices. Each *participant's* device will need to set up a connection through the presentation application, *Remote Viewer*, residing on the B360 to make a presentation. You will need to download and install the following application software:

On Windows PC - *NovoConnect Desktop Streamer*
On Mac PC - *NovoConnect Desktop Streamer*
On iOS tablet – *NovoPresenter*
On Android tablet – *NovoPresenter*

Note: Throughout the document, these four presentation applications and the B360 *Remote Viewer* software are highlighted in *italics* type.

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Downloading the presentation software for Windows PC and Mac PC

Enable Wi-Fi on the computer. Click the network icon , , or . Select the B360 SSID on the NovoConnect home screen (for example, NVC_39FC7) and click Connect or Join. Ignore all security warnings.

Launch your preferred Web browser on your PC and enter the URL displayed on the NovoConnect home screen. For the example home screen shown above, you would enter http://192.168.43.1:8080 into the address line of the browser. The following screen will be displayed on your browser.

NovoConnect-Software Do...
192.168.43.1:8080
Google
NovoConnect
Software Download
Select your Operating System
DOWNLOAD
DesktopStreamer needs to be installed and run on your PC in order to project your PC desktop via NovoConnect wirelessly.
Click here to download Microsoft .Net Framework 3.5
For Windows XP computers, this package is required to run DesktopStreamer properly.

Select the appropriate operating system from the drop-down menu and then click the **DOWNLOAD** button to download the NovoConnect *Desktop Streame*r software to your PC.

Installing the application software for Windows PC and Mac PC

Launch either *Desktop_Streamer_Setup_Windows.exe* (for MS Windows based computers) or *Desktop_Streamer _Setup_Mac.exe* (for Macintosh computers) by double clicking the downloaded file on your computer. Follow the installation instructions on the PC to complete the installation and allow all security permissions for NovoConnect *Desktop Streamer* and all of its subcomponents.

The computer is now ready to make a wireless presentation with your B360.

Downloading and installing the presentation software for Android and iOS tablet devices

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On iOS tablets, the iOS version of *NovoPresenter* is required. You can download and install it from the Apple App Store.

On Android tablets, the Android version of *NovoPresenter* is required. You can download and install it from the Google Playstore.

Once you have downloaded and installed the presentation software, you are ready to make a wireless presentation from your tablet device.

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2. Wi-Fi Setup

Depending on where your presentation content is located and the number of *participants* in the presentation, you may select one of the following Wi-Fi modes from the NovoConnect home screen.

A) Client Mode – for when your content is residing in a private cloud or the Internet cloud, and the number of *participants* is more than eight

B) Hotspot Mode – for when your content is residing on your PC or tablet, and the number of *participants* is eight or fewer

C) Neither – for when your content is residing on your microSD card

The NovoConnect B360 defaults to start up in Wi-Fi Hotspot mode, which is the most direct way to create a wireless presentation without using a Wi-Fi access point (AP). If this is your preferred mode, go to section 2.1 “Hotspot Mode” for steps on making a presentation.

If you would prefer to make your presentation through a Wi-Fi network, please refer to section 2.2 “Client Mode” in this chapter.

2.1 Hotspot Mode

Right out of the box, NovoConnect’s Wi-Fi is set to function as a Wi-Fi Hotspot and will stay in this configuration until you alter it. The default SSID for the Wi-Fi hotspot is “NVC_XXXXX”, where “XXXXX” is a device-generated string of characters and numbers. A USB mouse is required for the following steps.

If you alter your settings and then choose to revert to Hotspot Mode, on the NovoConnect home screen, select **WiFi-> Hotspot Mode->Apply**.

For a PC to connect to the B360 Hotspot, click the network icon or on task bar. Select the SSID of the NovoConnect B360 device shown on the home screen (for example, NVC_DC9AB) and click **Connect**.

For a Mac to connect to the B360 hotspot, click the network icon . Select the SSID of the NovoConnect B360 device shown on the home screen (for example, NVC_DC9AB) and click **Join**. Ignore any security warnings.

For a tablet to connect to the B360 hotspot, enable Wi-Fi and go to the Wi-Fi AP list. Select the SSID of the NovoConnect B360 device shown on the home screen (for example, NVC_DC9AB).

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Note: When operating in Hotspot Mode, all participating presentation devices must be connected to the same NovoConnect B360 Wi-Fi hotspot.
Note: Up to eight simultaneous *participants* are supported in Hotspot Mode.

2.2 WiFi Mode

In this mode, the B360 device functions as a Wi-Fi client and a Wi-Fi AP is needed for network connectivity. A mouse is required for the following steps.

On the home screen of the NovoConnect, first select **WiFi->Connect to WiFi -> Config->Wireless & Networks**-> **Wi-Fi** (**ON**), and then select the desired Wi-Fi AP SSID (the name associate with the Wi-Fi network). Enter a password if prompted.

To connect a PC to the Wi-Fi AP, click the network icon or Select the desired Wi-Fi AP SSID. Enter a password if prompted.

To connect a Mac to the Wi-Fi AP, click the network icon Select the desired Wi-Fi AP SSID and click **Join**. Enter a password if prompted.

To connect a tablet to the Wi-Fi AP, enable Wi-Fi and go to the Wi-Fi AP list. Select the desired Wi-Fi AP SSID. Enter a password if prompted.

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3. Making a Presentation

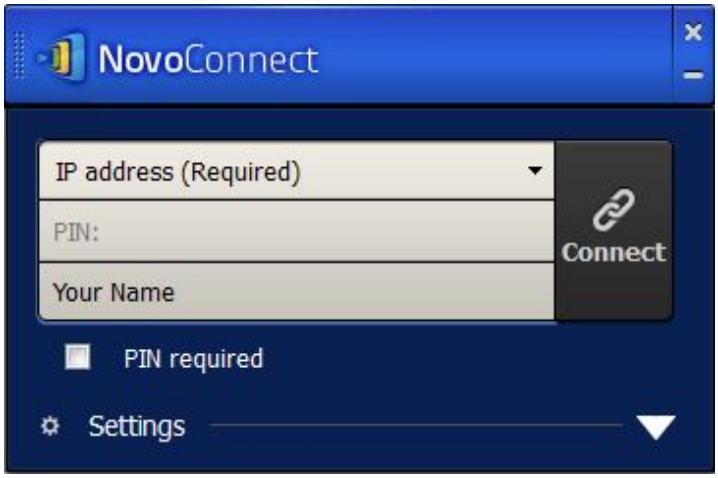
The NovoConnect B360 device supports up to 64 concurrent *participants* across a mix of PC and tablet devices. To make a presentation, each *participant's* device will need to connect to the B360 and join the presentation group hosted by the B360. There are four key features that help facilitate smooth collaboration and coordination of presentations using the NovoConnect:

1) A *participant* list is included with the individuals' roles indicated by clear graphical representation.
2) A specific capability is defined for each role.
3) The split screen for simultaneous presentation of multiple *participants*.
4) Annotation tools allow participants to highlight, draw or make notations on the display screen.

3.1 Presenting with Windows and Mac PC

Launch Presentation Application

Launch the *NovoConnect Desktop Streamer* Application by double clicking the icon. Once launched, the *NovoConnect Desktop Streamer* will appear as pictured in the image below.



To make a presentation, follow the steps listed below:

Step 1: Configure the presentation application

Step 2: Connect to your B360 device

Step 3: Make a presentation

Step 4: Manage the presentation

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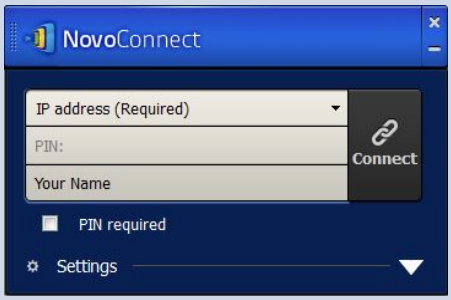
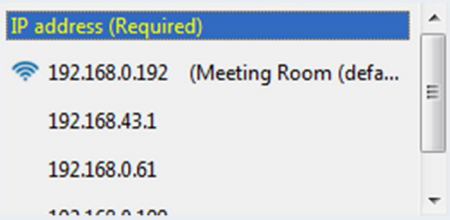
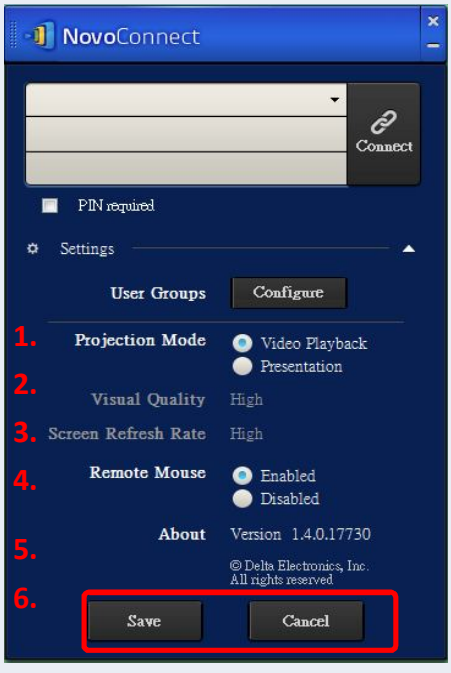
3.1.1 Step 1: Presentation software configuration

Click the connection tab and access the configuration options of *NovoConnect Desktop Streamer* as shown below.

Function	Description
	**Configure the *NovoConnect Desktop Streamer* Application.**
	Manually enter the IP address shown on the NovoConnect home screen, or select an IP address entry from the drop-down menu that matches the IP address shown on the NovoConnect home screen.
	(Optional) Manually enter a name for this computer to be viewed in the presentation group among other *participants*. Example: Kevin. (Note: If a name is not entered in this field, the default name for your device will be used.)
	If PIN is required for a presentation group, check the "PIN required" box and enter the four-digit PIN shown on the home screen.
	Click to expand the Settings tab to access additional settings options.
	**1. Projection Mode:** *Video Playback*: Select this option for a higher frame rate screen mirroring and to turn on audio transmission. *Presentation*: Select this option for document presentation or browser content presentation. The audio will be automatically set to off. Two additional drop-down configurations, *Visual Quality* and *Screen Refresh Rate*, will be enabled. **2. Visual Quality:** *High*: This setting yields the best visual quality but has the most latency and may result in longer video delay. *Normal*: This setting yields the normal visual quality with the normal CPU consumption. **3. Screen Refresh Rate:** *High*: This setting yields the enhanced visual quality but results in higher CPU consumption. *Normal*: This setting yields the normal visual quality with the normal CPU consumption. **4. Remote Mouse:** Supports mouse event back-channeled from the B360

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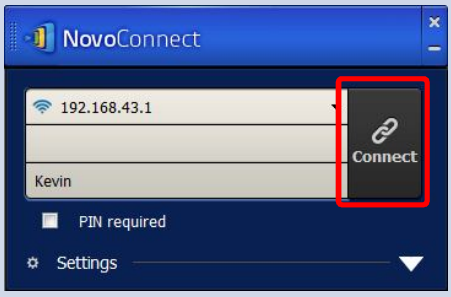
	device to your desktop. 5. **About:** Software version number of your NovoConnect *Desktop Streamer*. 6. **Save** and **Cancel** buttons: You can save your configuration for future presentations.

3.1.2 Step 2: Connect to your B360 device

Once you are done configuring your NovoConnect *Desktop Streamer*, you are ready to start or join a presentation group with your B360.

(Note: For *Education Edition* all participants will automatically allow screen preview.)

Function	Description
	**Connect to your B360 device.** Click the Connect button. If you are the first *participant*, this will start a presentation group on your B360. If you are not the first *participant*, you will be joining a presentation group.
	After your *Desktop Streamer* is connected successfully to your B360, you will see the connection tab light up . If you are the first *participant*, you will see that your PC's on-screen display is wirelessly mirrored on your projector or TV display. You can also slide the PIN requirement switch to **OFF** or **ON** to enable the use of an access PIN code for the presentation group.
	If you are the first *participant* you may allow other users to join the presentation group via QR code by clicking QR Code to display the QR code and session information windows for others to quickly connect to your B360.

Please note that your PC screen resolutions may change to match projector resolution. After disconnecting from the NovoConnect device, the original screen resolution will be restored. This will occur for all PCs in the same presentation group.

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3.1.3 Step 3: Make a presentation

Once you have started/joined a presentation group you can make a presentation with the contents stored on your PC, local network, or the Internet. Your desktop screen will be mirrored to the B360 display regardless of the applications you are running on your PC.

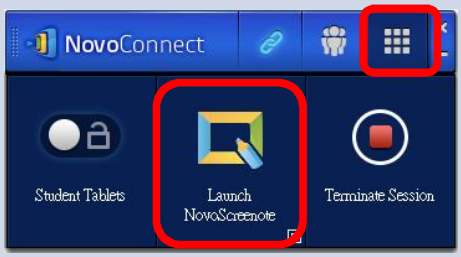
There may be situations in which you want to write, highlight, mark, record video or cut-and-paste portions of your presentation materials directly on the desktop screen. Delta provides a simple-to-use tool for all of these functions – *NovoScreenote*.

NovoScreenote is a simple yet powerful screen annotation and recording software with the following features:

- (*Education Edition* only) Write, type or draw on the desktop screen over any running application such as MS Office, a PDF reader, a photo viewer or a video player.
- Save or email your annotations.
- Record the whole session as a video clip.

You can download the Windows PC or Mac PC versions of *NovoScreenote* from http://www.deltaww.com/EduSolution.

After you have installed *NovoScreenote*, you can launch it from your NovoConnect *Desktop Streamer*.

Function	Description
	**Launch NovoScreenote:** Click the tab to bring up the toolbar page, then click **Launch NovoScreenote**.

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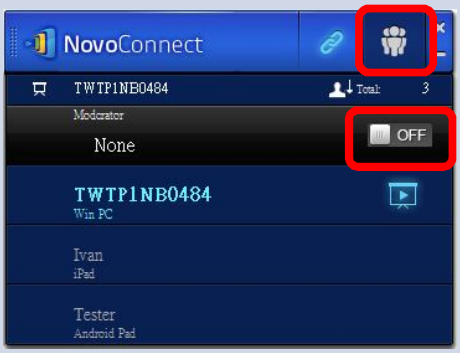
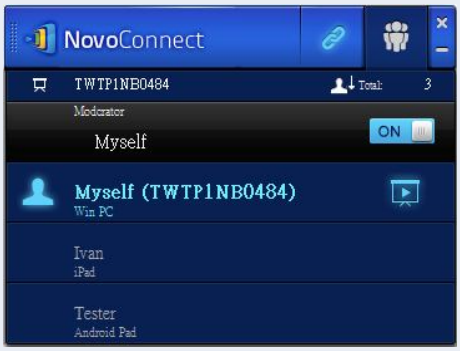
3.1.4 Step 4: Presentation management

3.1.4.1 Set Moderator Mode (*Corporate Edition* only)

This feature is only available in the Corporate Edition. It allows anyone to enter moderator mode, but the preview function has been disabled. It works with both PCs and tablets.

Function	Description
	**Set the moderator mode:** Click the tab and click the **Moderator On/Off** switch to turn the moderator function on or off OFF: The moderator mode is off. ON: The moderator mode is on.
	**Manage presentations or make a presentation:** The moderator will now have the authority to conduct attendance or make a presentation in split screen.

3.1.4.2 Role assignment

There are three roles in a presentation group, the *host*, the *presenter*, and the *participant*. The first *participant* to start the presentation group is assigned the *host* role. Subsequent individuals that join are assigned the *participant* role.

At first, the *host* is defaulted to assume the *presenter* role until he hands over the *presenter* role to another *participant*.

To show all current *participants* who have joined the presentation group, click the tab.

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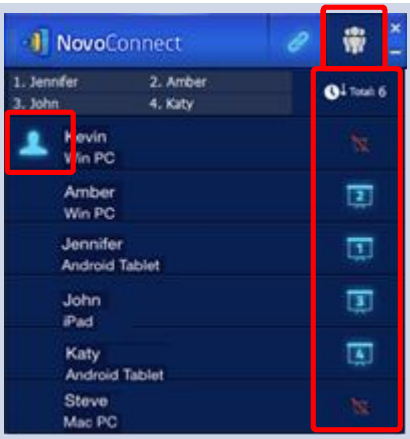
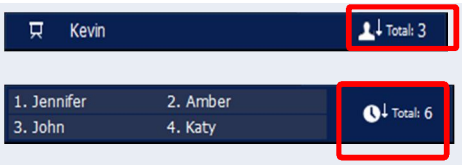
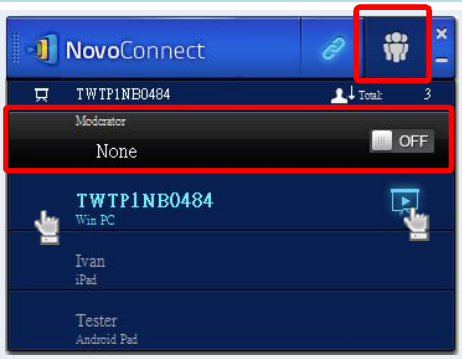
(Note: *For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	Click the tab to show the participant list. Indicates the current *host*. Indicates the current *presenter*. Indicates the current *presenter* that is presenting in the indicated split-screen box number (#1-4) (the icon shown here is for a *presenter* that is presenting in Box #1). When no symbol appears in a participant line, it indicates that the *participant* is neither the host nor the presenter and has allowed screen preview. For the *Education Edition*, all participants will automatically allow screen preview.
	Indicate the names of the presenters, the participant list sorting method, and the total number of *participants*. For the participant list sorting method, indicates that the list is sorted by participants' name in reverse alphabetical order. Indicates that the list is sorted by the presentation group join time (most recent on top). Toggle between or to change the participant list sorting method. Example 1: Kevin is the only *presenter*. The participant list is sorted by participants' name in reverse alphabetical order. There are currently 3 *participants*. Example 2: Jennifer, Amber, John, and Katy are the four *presenters*. The participant list is sorted by the presentation group join time (most recent on top). And there are currently 6 *participants*.

3.1.4.3 Role change, screen preview, and four-way split screen

(Note: *For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	**To set the moderator mode:** Click the tab and click the **Moderator On/Off** switch to turn the moderator function on or off OFF: The moderator mode is off. ON: The moderator mode is on. 1.

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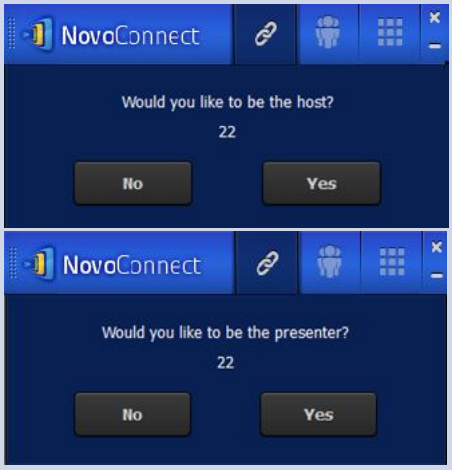
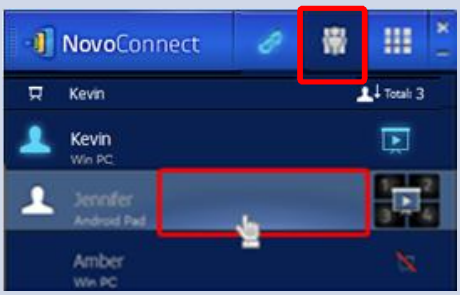
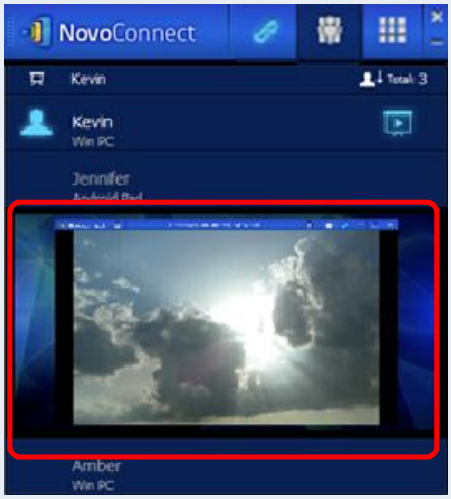


When a *participant* is asked to be a *host*, a dialog box will appear on the *participant's* screen.
When a *participant* is asked to be a *presenter*, a dialog box will appear on the *participant's* screen.
The *participant* has 20+ seconds to click the **Yes** button to accept or click the **No** button to reject the requested *role change.*

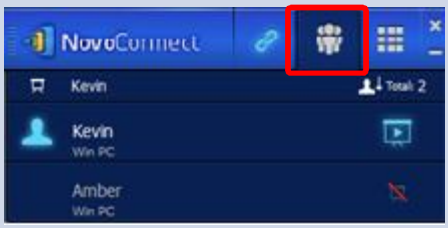


To perform screen preview (*Education edition* only):

1. Click the tab to view the *participant* list. (Note: Only the *host* can preview the *participant's* screen.)
2. Mouse over to highlight and click on the middle part of the entry for Jennifer.



The diagram shows the *host* viewing the screen of Jennifer's Android tablet within the *participant* list.



To perform a four-way split screen presentation:

Click the tab to view the *participant* list.
(Note: only the *host* may designate a four-way split screen presentation.)

1. Move cursor over to highlight *participant* Amber.

2. Click on a numbered box to assign a *presenter's* on-screen display to the corresponding presentation screen (numbers 1-4). Click the center box to show a *presenter's* on-screen display in full screen.

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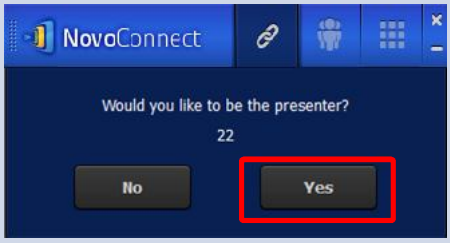
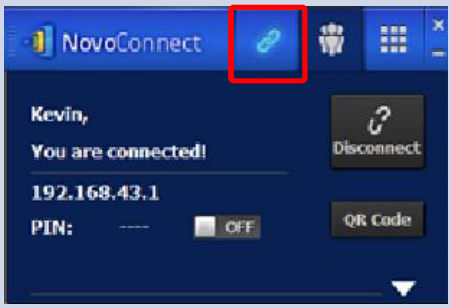
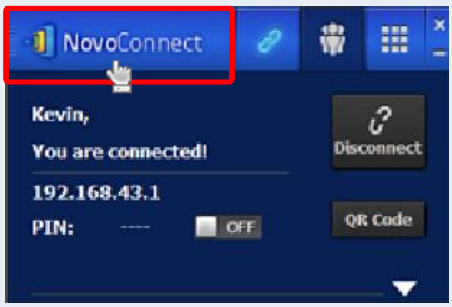
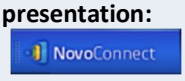
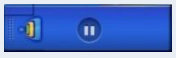
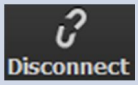
	In the dialog box, we see that Amber has received a request to assume the *presenter* role. After Amber clicks **Yes** to accept being a *presenter*, Amber's screen will appear in one of the four quarters of the four-way split screen.

3.1.4.4 Pause, resume, and disconnect

(Note: *For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	**To pause/resume a presentation:** Click the tab to bring up the presentation control page.
	**Pausing and resuming a presentation:** Move your cursor to the  tab. Toggle between  and to pause and resume a presentation respectively.
	To disconnect from a presentation group: Click the  button to exit the presentation group. If the *host* exits a presentation group without handing over the *host* role, all *participants* will receive a message prompting them to take over the *host* role. The first to respond to the prompt will assume the *host* role.

3.1.4.5 Lock/Unlock Students' Tablets (*Education Edition* only)

This feature for PCs and tablets allows teachers to lock down student tablets. This feature is only available in the *Education Edition.*

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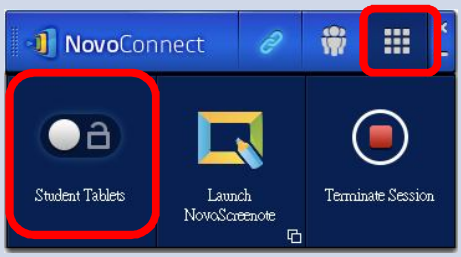
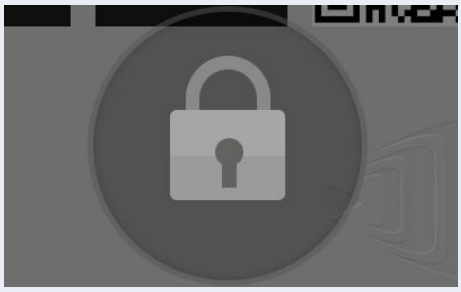
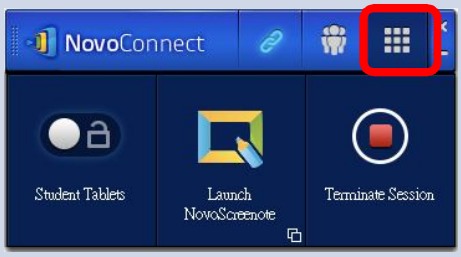
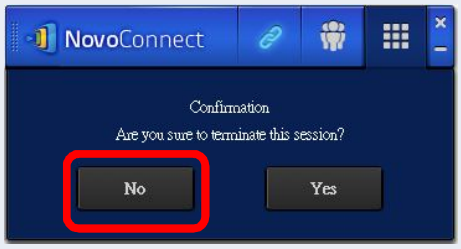
Function	Description
	**To lock/unlock students' tablets:** Click the tab to bring up the toolbar page, then click **Student Tablets** to lock or unlock the students' tablets. : Student tablets are unlocked. : Student tablets are locked.
	**Student tablets locked:** A lock icon will pop up on the students' tablets to show that the screen has been locked.

3.1.4.6 Terminate Session (*Education Edition* only)

Function	Description
	**To terminate the session:** Click the tab to bring up the toolbar page, then click **Terminate Session**.
	**Confirmation:** Click **Yes** to terminate the session. All devices will be disconnected.

3.1.4.7 Polling (*Education Edition* only)

Polling allows moderators or teachers to create sets of questions or quizzes to present to a group or class when used with the Voting feature.

- Polling can be used to create questions that will allow students or group members to anonymously respond without their fellow students knowing how they answered.
- Polling also allows a moderator or teacher test the knowledge or understanding of students through a traditional test or quiz administered directly to their devices. Polling supports several test formats, including yes/no (thumb up/thumb down) response, true or false, multiple choice (three, four, five choices) and open-ended answer.

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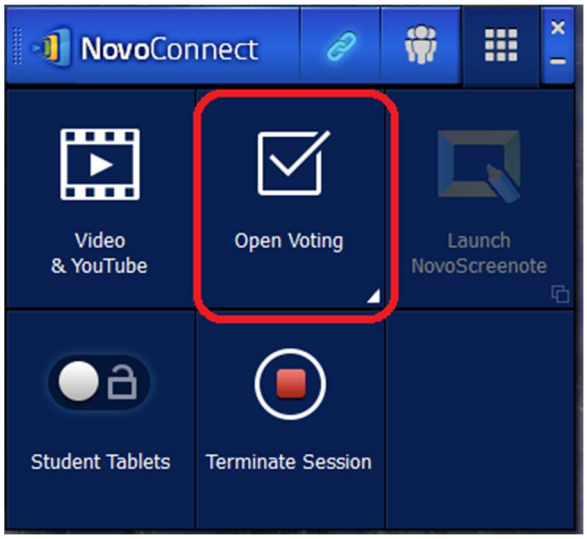
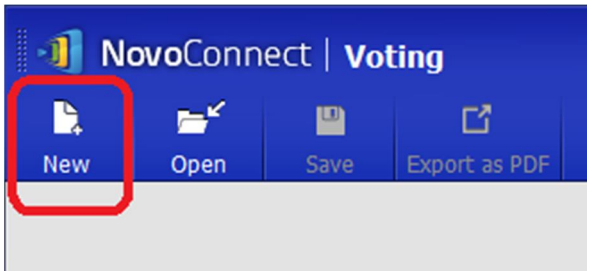
- Polls can be created offline without a connection to the B360 unit. Administering polls through the Voting tool does require a connection, however.

Creating a quiz or question set with voting

1. Click on the “Tools” tab and select “Open Voting.” This will open the Voting window.



2. To create a new question set or quiz, select “New.” This will open a set of windows to create the first question.



3. Enter the text of your question by clicking on the top text window. If the question is a multiple choice question, you can list the possible answers in this area below the question. Be sure to list the possible answers as “A.”, “B. “, “C.,” etc.

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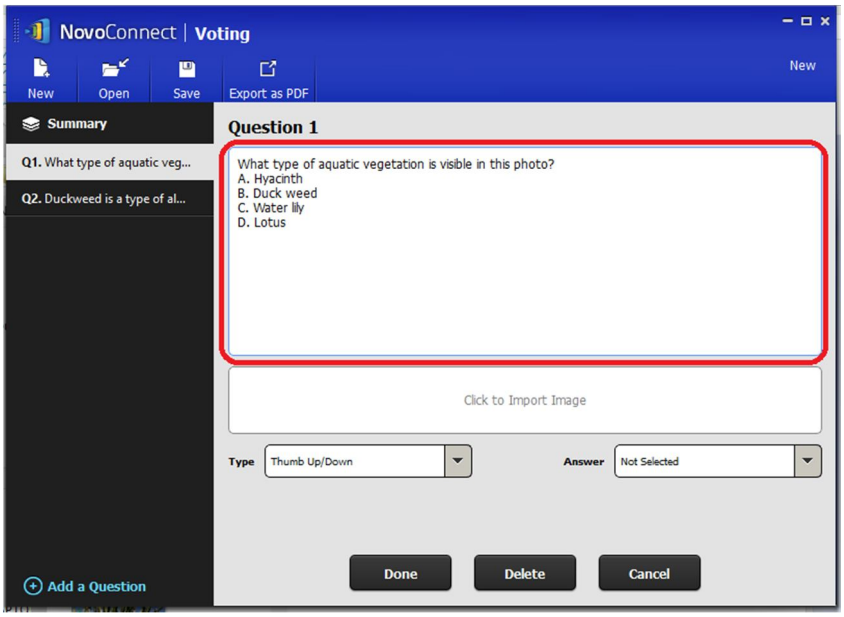
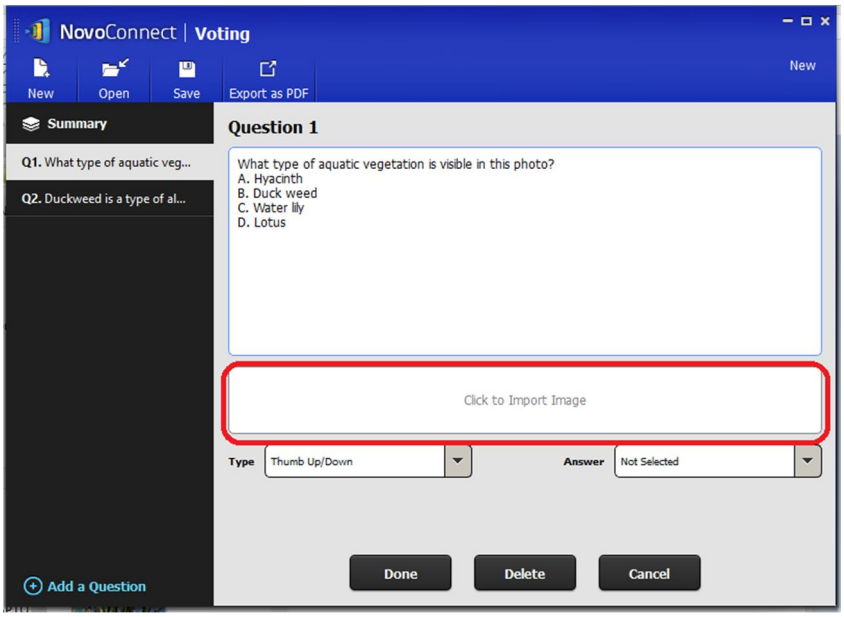


4. If you wish to include an image with your question, click on the window below the text window. This will allow you to locate an image on your computer.



5. Select the image (.png, .jpeg, .jpg) and click “Open.” The image should now appear in the window below your question.

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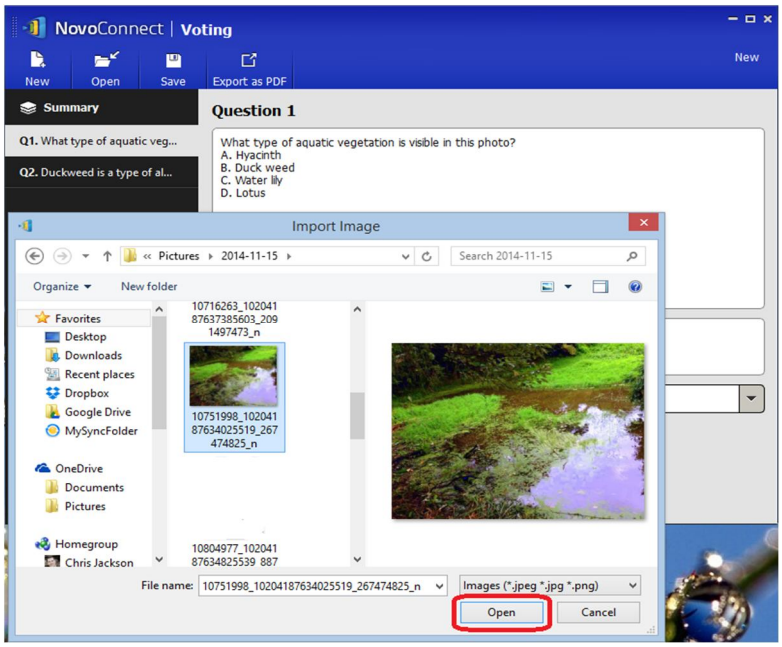
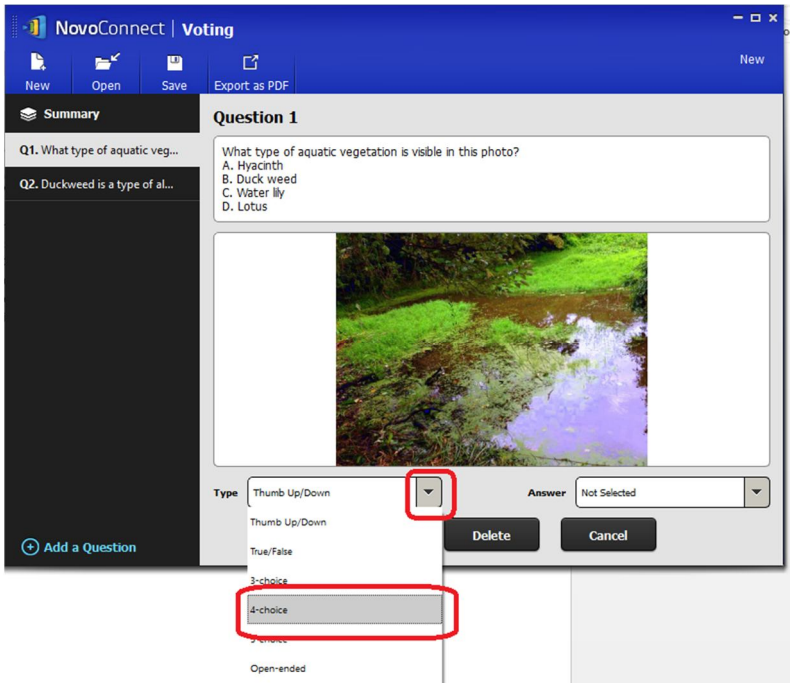


6. Choose the type of question from the “Type” pull-down menu.



7. Select the correct answer from the “Answer” pull-down menu. If the question is a type where there is no correct answer (such as an opinion poll), you can choose “Not Selected”. Open-ended question have no answer selection option.

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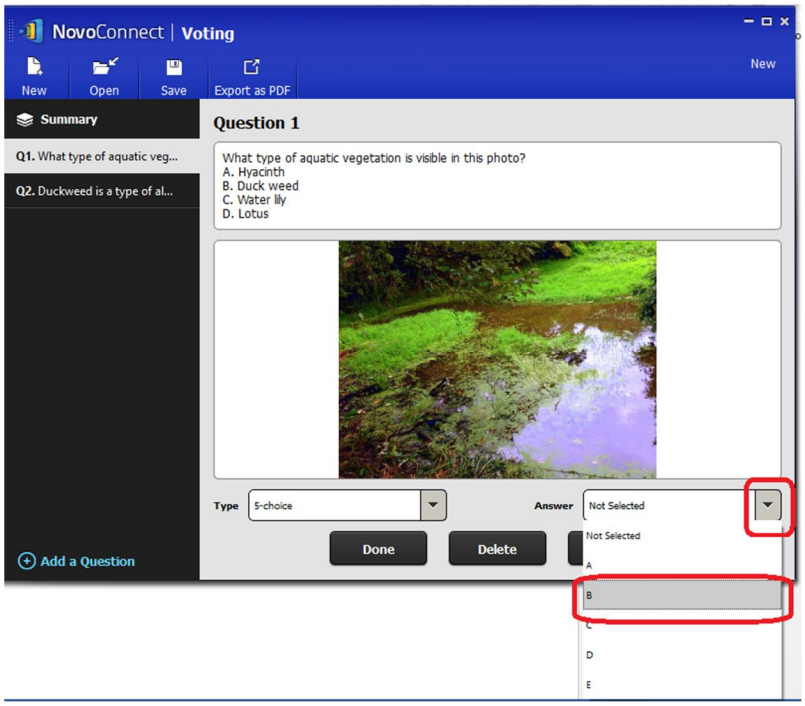
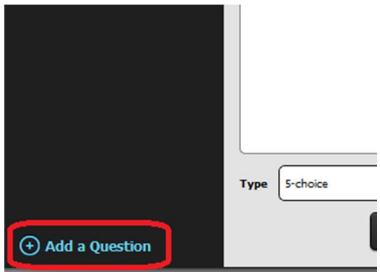
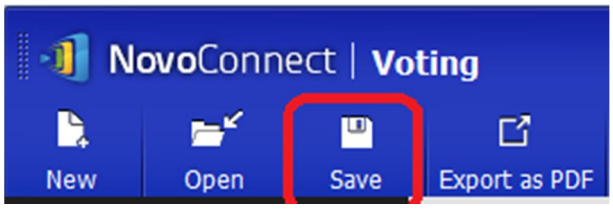


8. To add another question, click on the "+ Question" button in the lower left corner.



9. When the group of questions or quiz is complete, save it by clicking the "Save" tab.



10. Name you quiz and select a save location on your computer. This will create a database (.db) file that can be opened, edited or administered through the Voting feature.
11. You can also create a PDF file of your poll or quiz by clicking "Export as PDF."

3.1.4.8 Voting (*Education Edition* only)

- Voting allows a moderator or teacher to administer a poll or test created with the polling function to members of a group or students in a class.
- Voting allows group participants or students to respond to questions from their devices.

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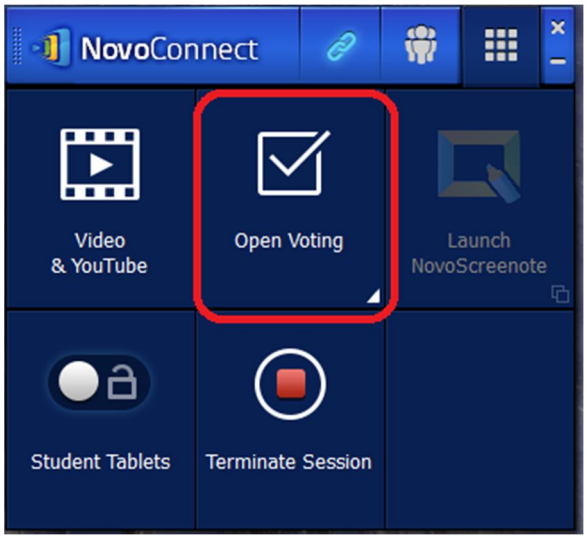
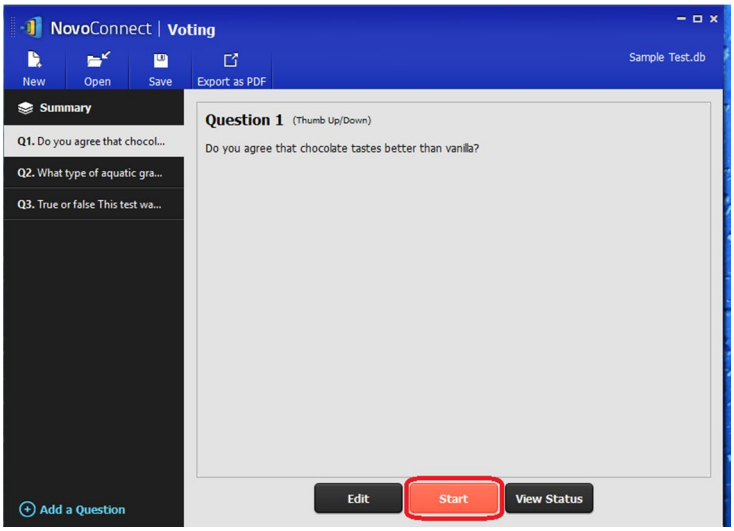
- Moderators or teachers can monitor results in real time.

Asking questions with Voting (Windows PC and Mac only)

1. Click on the “Tools” tab and select “Open Voting.” This will open the Voting window.



2. Open a pre-made set of questions or create a new one by following the steps in the Polling section.
3. Select a question and click “Start” to send that question to the participants or students. The question will appear on the screens of their devices.



4. As the students or participants answer the questions, the teacher or moderator can monitor the results by clicking the “View Status” button. With the status window open, the moderator can see how many students have responded to the question, as well as how each participant responded.

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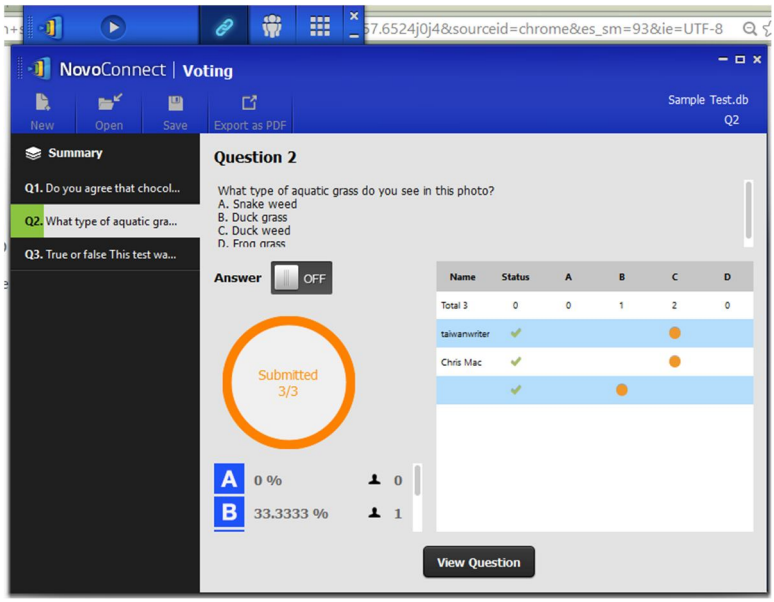
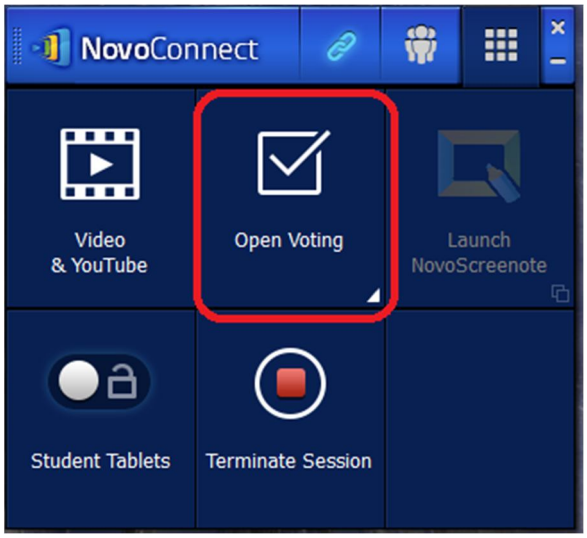


5. To return to the question, click “View Question.”
6. To send another question to the class, select a new question from the poll and click “Start.”

Answering questions in Voting

1. Open Voting by selecting it from the Tools tab.



2. No question will appear until the moderator or teacher sends a question.
3. Once a question is sent, it will appear on the participant’s screen. Select the correct answer and then the “Submit” button. If the question is open-ended, you can select an image file (.png format) from your device to submit as your answer.

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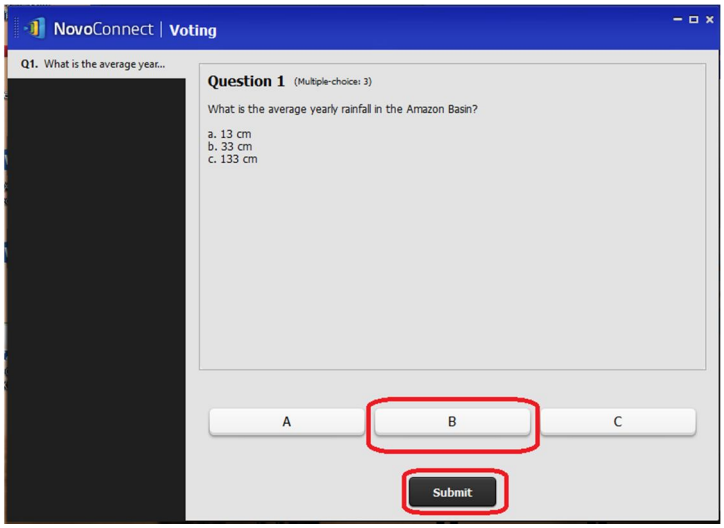

4. You will receive a confirmation message when your answer has been sent successfully.

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3.2 Presenting with iOS tablet (iPad)

The iOS version of the *NovoPresenter* app (pictured in the image below) enables an iPad device to connect to the B360 and make a presentation.

Launch Presentation Application

Launch the *NovoPresenter* application by selecting the *NovoPresenter* app icon on your iPad. The *NovoPresenter* app will launch.

To make a presentation, follow the steps below:
Step 1: Connect to your B360 device
Step 2: Make a presentation
Step 3: Manage the presentation

3.2.1 Step 1: Connect to your B360 device

There are two ways to connect to your B360 device:

1. Connect to your B360 device automatically via QR code.
2. Connect to your B360 device manually.

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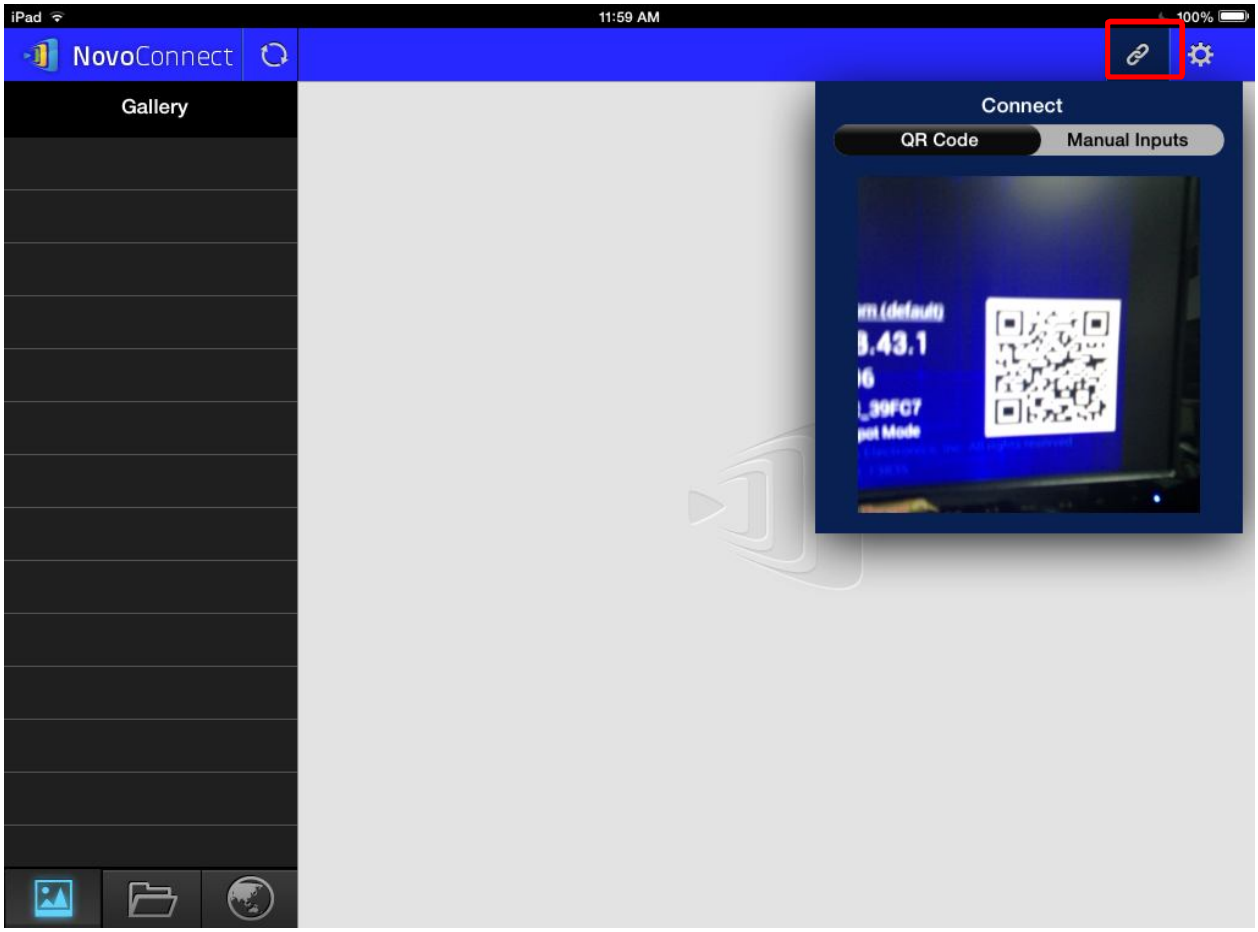
3.2.1.1 Connect to your B360 device automatically via QR Code

This is the default B360 connection option which allows you to connect to your B360 automatically without any manual configurations. After launching the *NovoPresenter* app, tap the tab (as seen in the screenshot below) and access the connection options.



(Note: *For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	Connect to the B360 automatically via QR Code: The **QR Code / Manual Inputs** switch will be in the **QR Code** position by default (if not, just tap the switch once). Aim your tablet's camera at the QR code containing login information, which can be found on your B360 home screen or on the screen of the device connected to your B360. Under normal circumstances, *NovoPresenter* will automatically login to your B360. Should automatic login fail, follow the manual configuration option in section 3.2.1.2 Connect to your B360 device manually.

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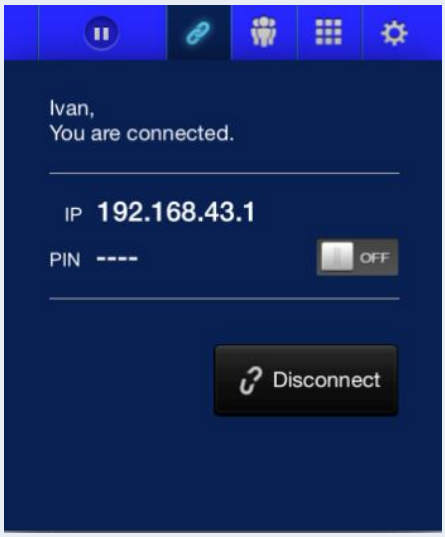
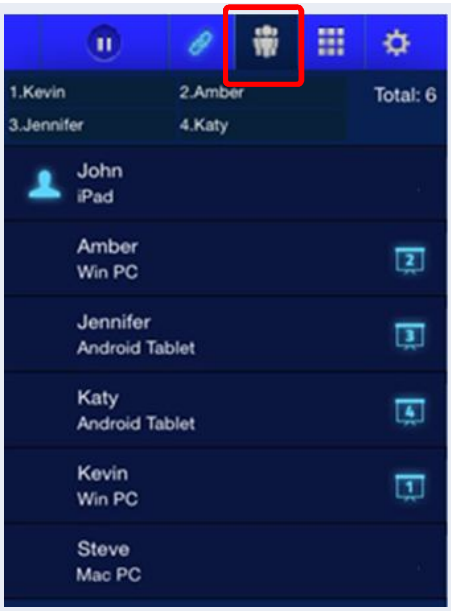


Confirm connection:
After your *NovoPresenter* app on your iPad is connected successfully to your B360, the connection tab will light up blue .
If you are the first *participant*, you will see that your iPad's on-screen display is wirelessly mirrored on your projector or TV display. You can slide the PIN requirement switch to **OFF** or **ON** to disable or enable usage of a PIN code.



View participants list:
You can tap the tab to see the current participant list.

Example: There are a total of six *participants* in the presentation group shown at left. The *host* is John. However, John is not making a presentation at the moment because he has assigned Kevin, Amber, Jennifer, and Katy to be the four *presenters*.

3.2.1.2 Connect to your B360 device manually

If you need to configure login information manually before connecting to your B360, this is the preferred connection option. After launching the *NovoPresenter* app, tap the tab (as seen in the screenshot below) to access the configuration options.

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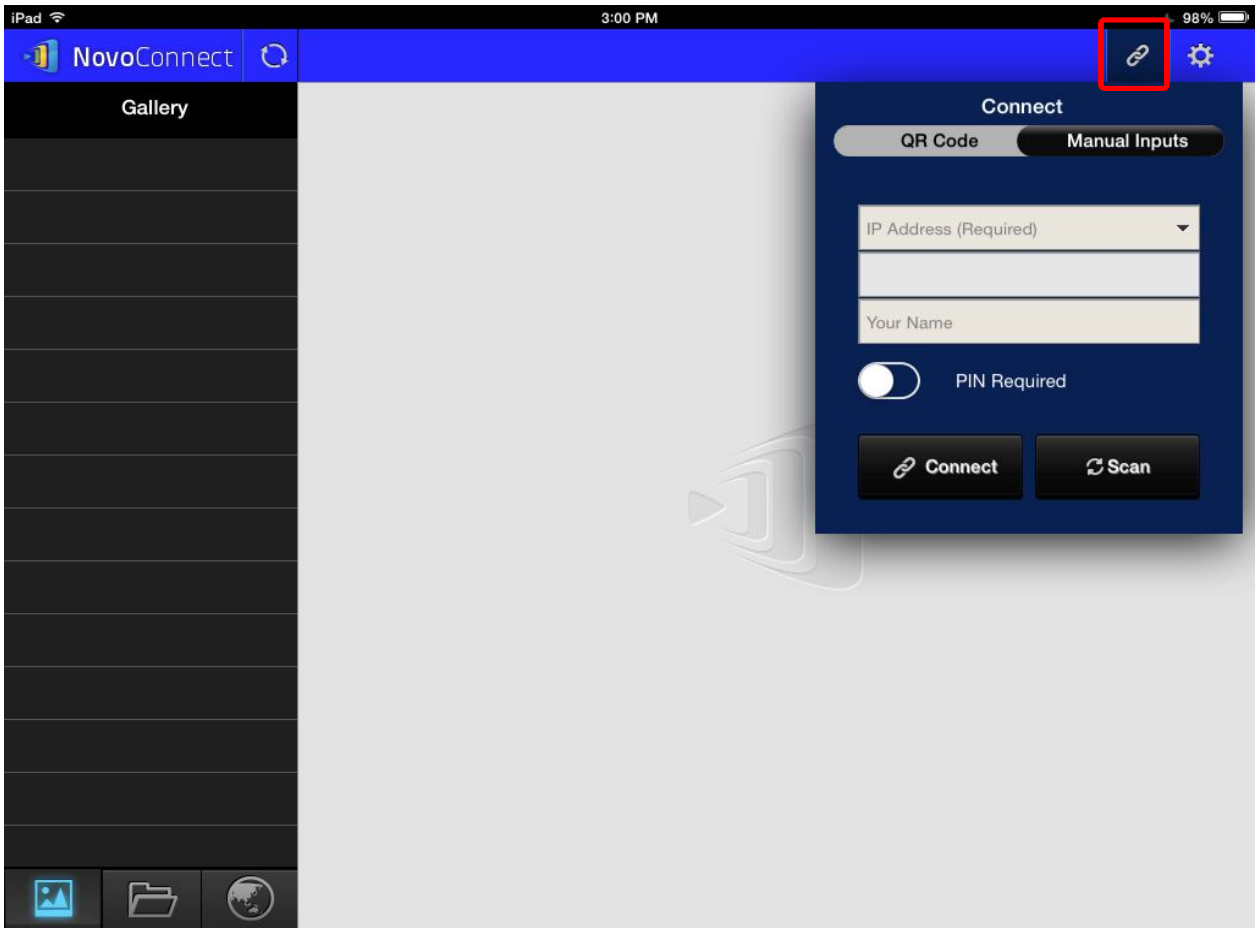

(Note: *For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	Manual configuration option: Toggle **the QR Code / Manual Inputs** switch to the **Manual Inputs** position.

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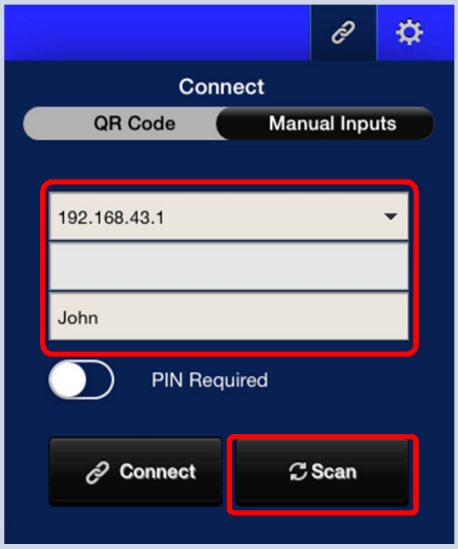
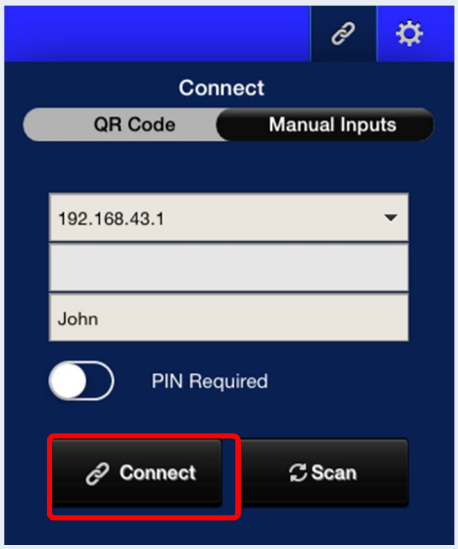


IP Address:
Manually enter the IP address shown on your NovoConnect home screen here, or select an entry from the drop down menu that matches the IP address shown on your NovoConnect home screen.
You can tap the Scan button to scan the IP addresses of all available B360s within the same subnet. Select the drop-down menu to see the available B360s within your area.
Example: 192.168.43.1.

PIN:
If a PIN code is required to connect to the B360, slide the **PIN Required** switch to the ON position and enter the PIN shown on the NovoConnect home screen. If the PIN code is not required, slide the **PIN Required** switch to the OFF position.

Your Name:
(Optional) Manually enter a name for this tablet to be identified by in the presentation group among the other *participants*.
Example: Jennifer.
(Note: If a name is not entered in this field, the default name for your device will be used.)



Make Connection:
Tap the Connect button. If you are the first *participant*, this will start a presentation group on your B360. If you are not the first *participant*, you will be joining a presentation group.

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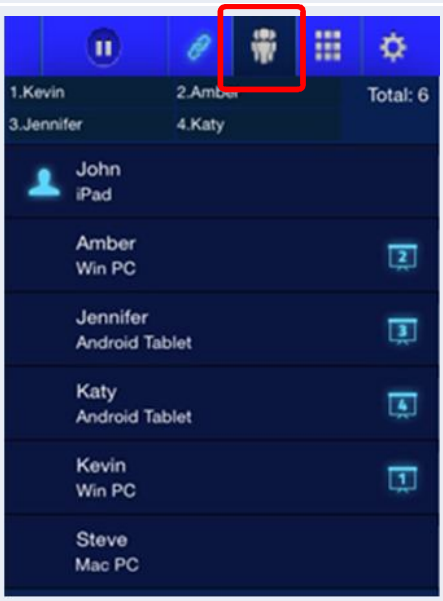
Confirm Connection:
After your *NovoPresenter* app on your iPad connects successfully to your B360, you will see the connection tab light up blue .
If you are the first *participant*, you will see that your iPad's on-screen display is wirelessly mirrored on your projector or TV display. You can slide the PIN requirement switch to **OFF** or **ON** to disable or enable usage of a PIN code.



View participants list:
You can tap the tab to see the current participant list.

Example: There are a total of six *participants* in the presentation group shown at left. The *host*, John, is not making a presentation at the moment because he has assigned Kevin, Amber, Jennifer, and Katy to be the four *presenters*.

3.2.2 Step 2: Make a presentation

Once you have started/joined a presentation group, you can make a presentation with the contents stored on your iPad, local network, or the Internet. There are four tabs on the lower left corner of the *NovoPresenter* home screen:

: Tap this tab to create and share screen notes.

: Tap this tab to present an image stored on your iPad.

: Tap this tab to present a document stored on your iPad.

: Tap this tab to present a Web page.

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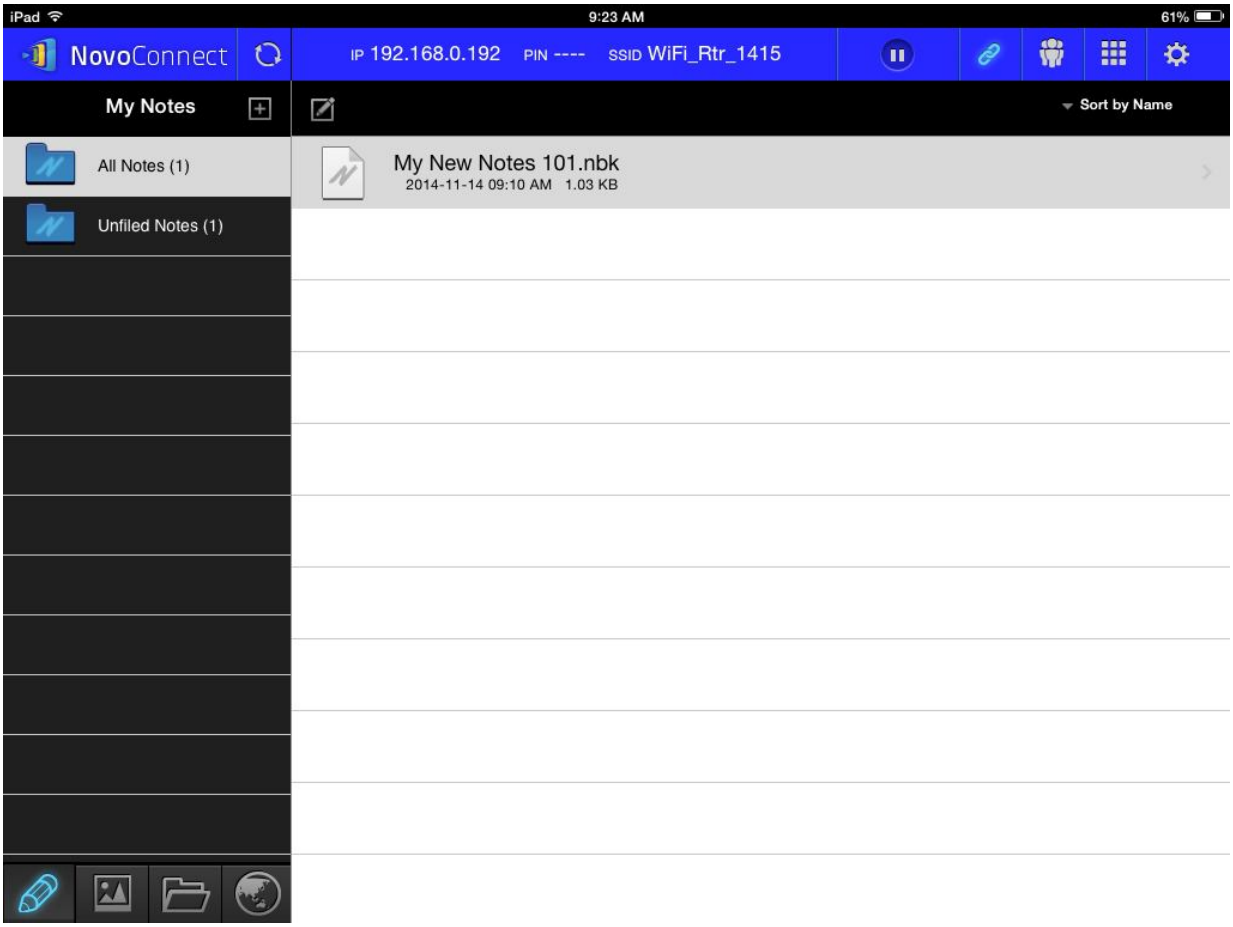
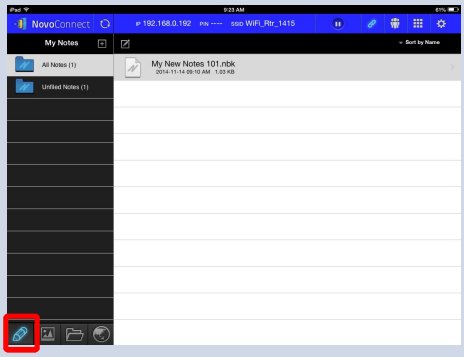
3.2.2.1 My Note *(Education Edition* only)



Create and share custom screen notes

This NovoPresenter feature is a virtual whiteboard that allows tablet users to create, manage and display notes in a NovoConnect session.

Function	Description
	**Launch My Note:** Tap on the lower left corner of the screen.

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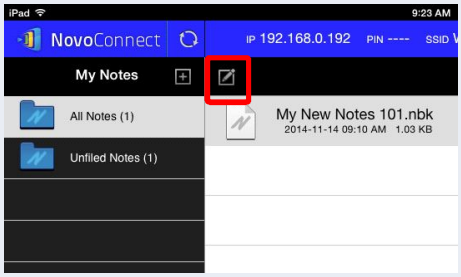
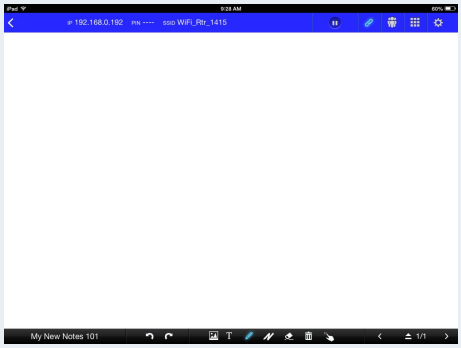


Create a new note presentation:

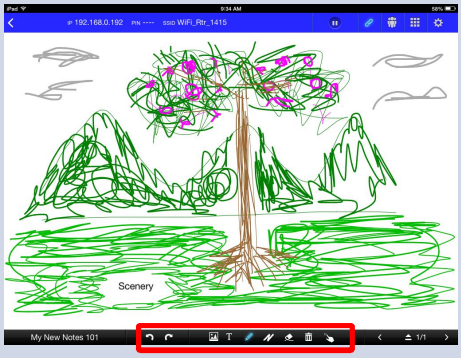
Tap on the top of the screen.

Enter your note name:

Type a name for your note in the "Add Note" dialog box and tap **Yes**.



Start making a note:
Your blank note will now open on your screen.



Use the note tools:
The note tools are located on the bottom of the screen. Tap an icon for the desired function.

: Insert a picture stored on your Android tablet.

: Type texts onto the screen. You can reposition your text by dragging it across your screen with your finger.

: Draw on the screen .

: Mark or highlight something on screen.

: Erase texts, drawings, or highlights.

: Clear changes without saving.

Note: This is one of the two trash can icons visible on the *My Notes* screen. The clear icon is on a solid black background in the lower middle of the screen.)

: Move an image to another location. Tap this button and drag the image to its new position.

: Undo a change.

: Redo a change.

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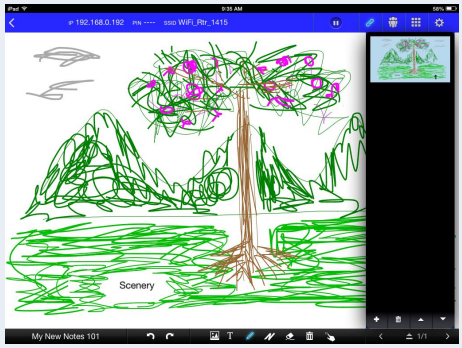


Add additional pages to My Notes presentation:
The page management tools are located in the add-page options pane on the right side of the screen.

: Open the add-page options pane.

: Close the add-page options pane.

: Add a new page.

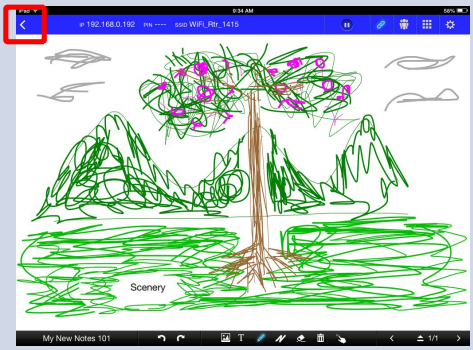
: Select a page by tapping its thumbnail.

: Delete the selected page.

Note: This is one of two trash can icons visible on the My Notes screen. The delete page icon is on a dark grey background in the lower right side of the screen.

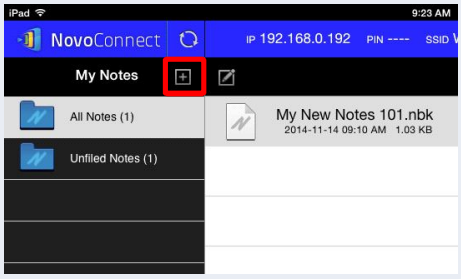
: Move the selected page up.

: Move the selected page down.



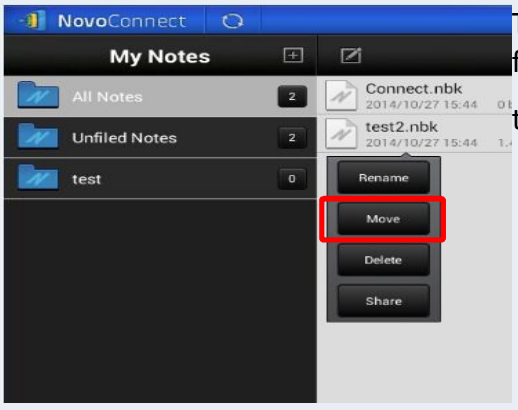
Close and save changes:

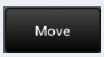
Tap to close and save your changes to your note file.



Organize your notes with Subject folders : Tap this icon to add a new subject folder. When the "Add Subject" dialog box appears, enter the name for the new subject folder.

When the "Add a Subject" dialog box pops up, enter the name for the new subject folder.



To move a note to a new subject folder, tap the file to select it. When the function bar appears, tap  button.

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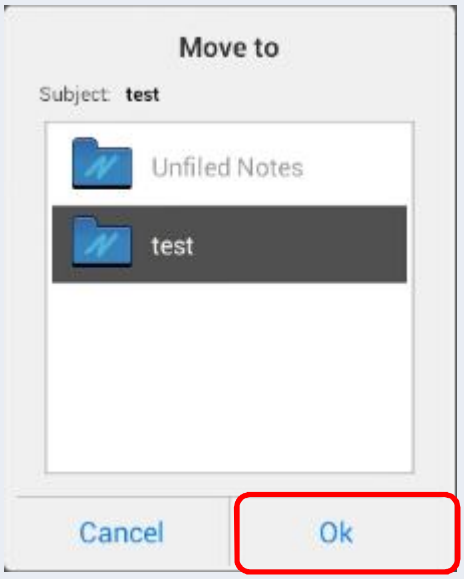
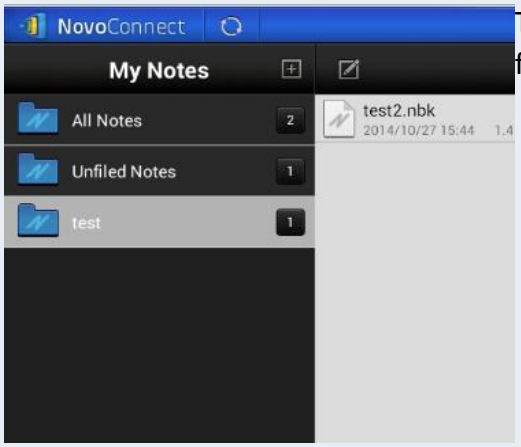


When the “Move to” box pops up, select a folder and then tap “Ok”.



The chosen file has been moved to the selected folder.

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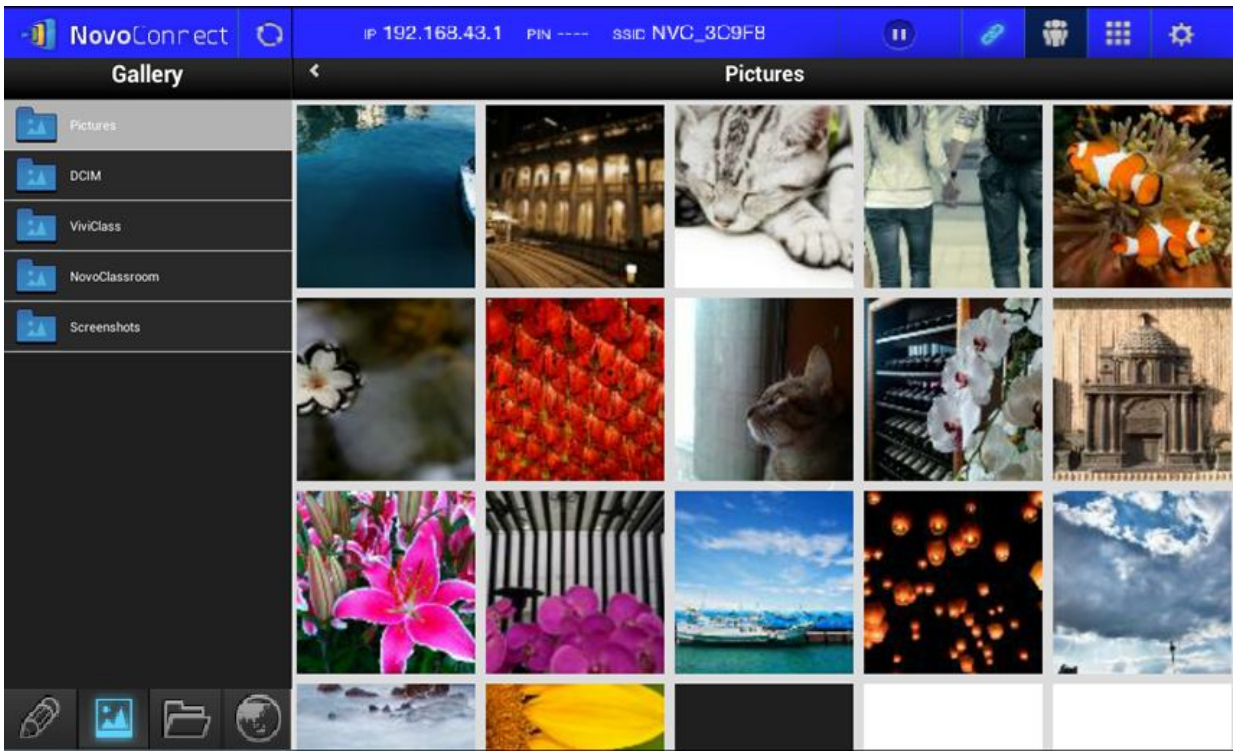
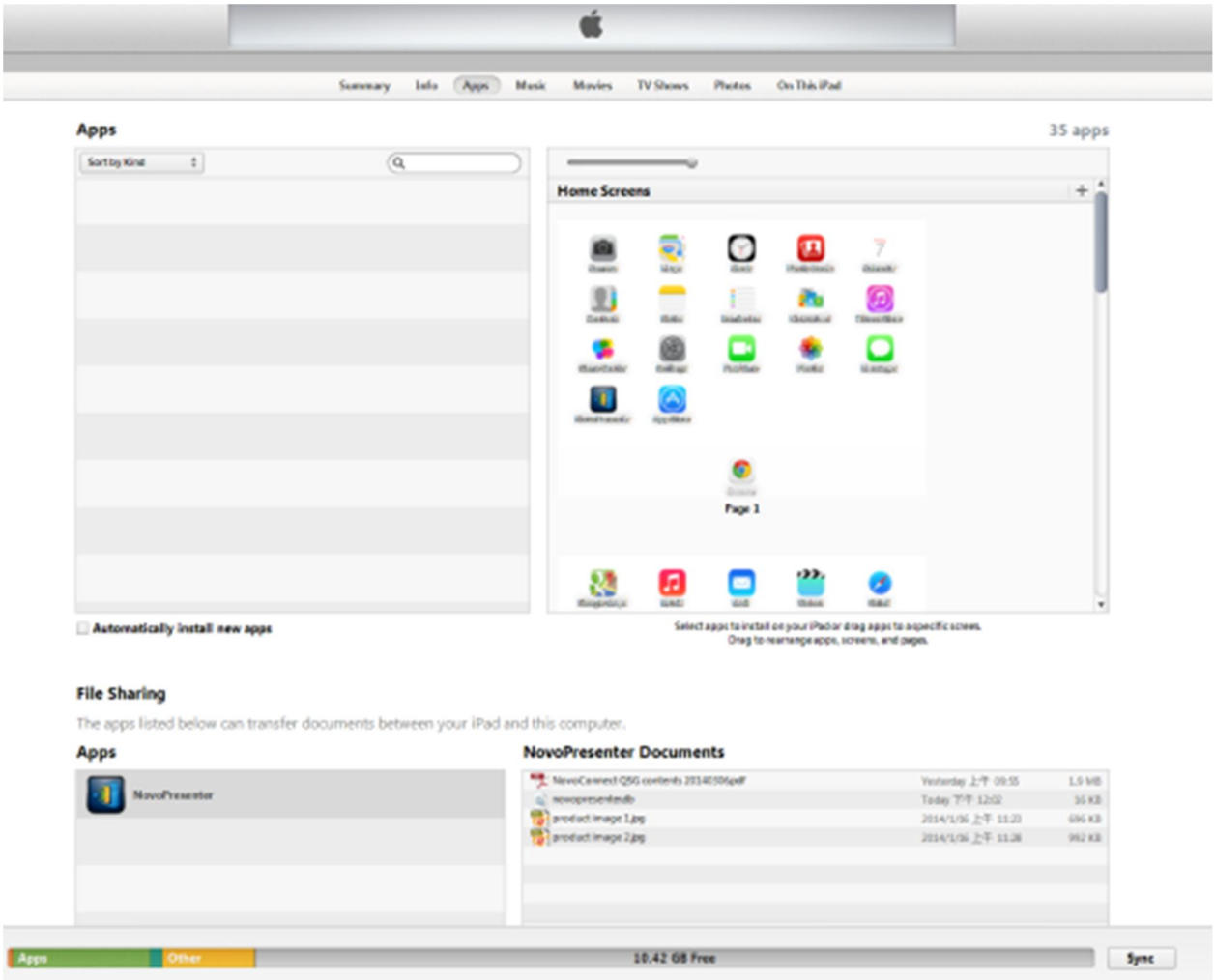
3.2.2.2 Presenting an image



To import presentation files to an iPad, please refer to the iPad user manual. A sample iTunes screen is presented in the diagram below.



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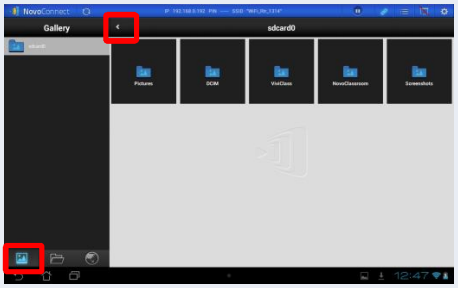
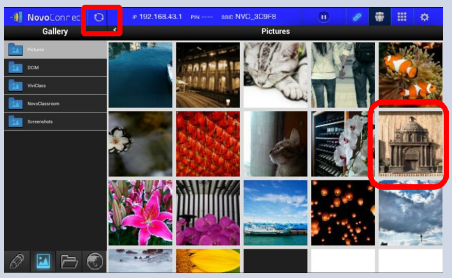
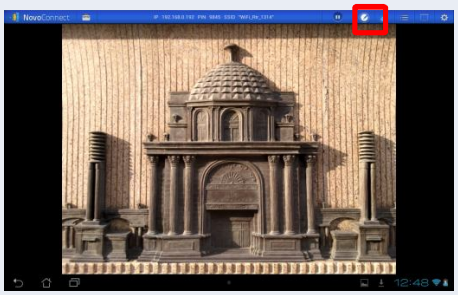
(Note: *For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	Import: Please refer to the iTunes user manual for the procedure for importing images to your iPad for presentation.
	**Navigation:** Tap the tab to access folders with image files. The image symbol will light up blue. Navigate to a folder by tapping on the desired folder icon. Tap the return tab to return to previous folder.
	**Image thumbnails:** You will see thumbnails of your image files displayed once you navigate to a folder containing the images. You can select a thumbnail to view the full image. Example: Tap on the ancient building image thumbnail. Note: Tap the tab at any time to return to the previous folder. Tap the tab at any time to refresh the screen.
	**Image presentation:** The selected image will be displayed in full screen. You can zoom in on the image by sliding two fingers apart (what Apple refers to as the "pinch open" gesture), or you can zoom out of the image by sliding two fingers toward each other ("pinch close"). If you have more than one image in the same folder, you can swipe your finger left or right across the screen to advance to the next or previous image. To return to the *Image Thumbnails* page, tap the tab. To use the on-screen annotation tools, tap the tab.

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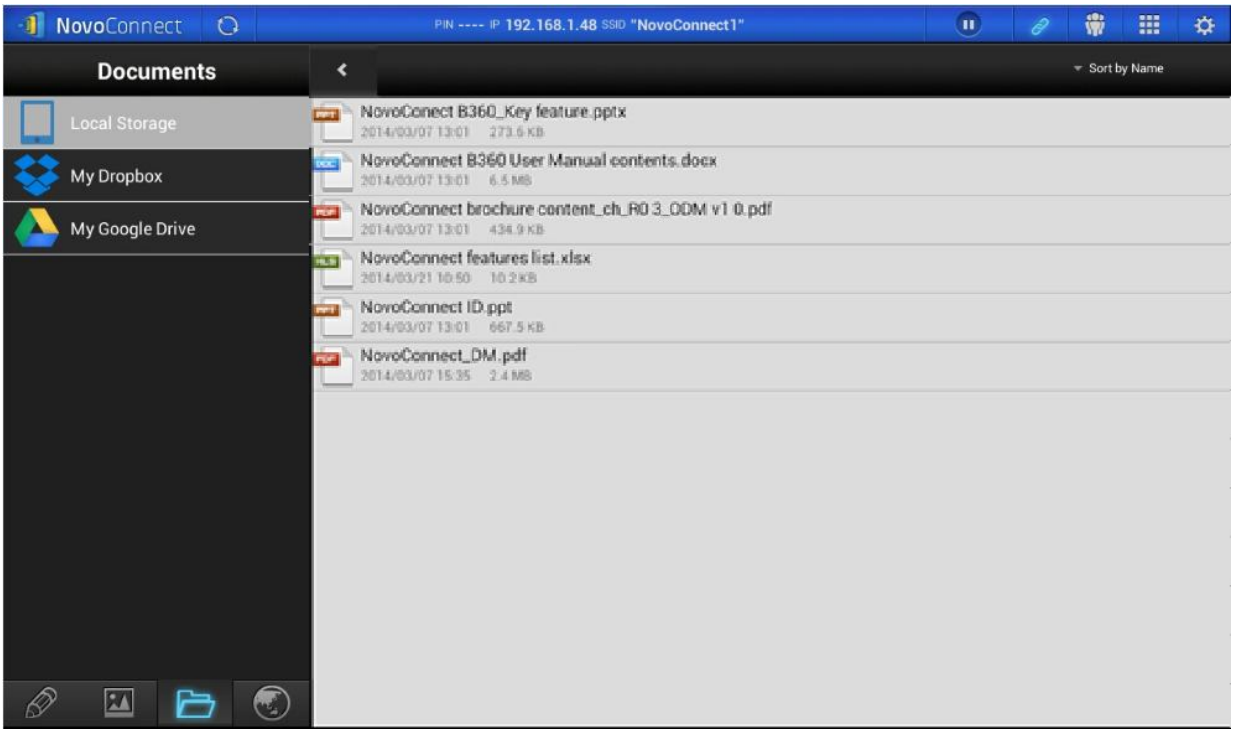
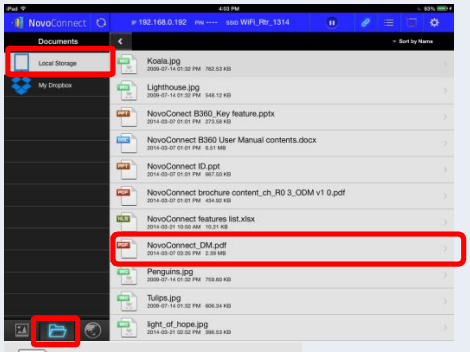
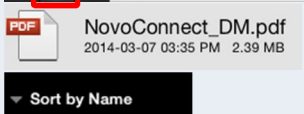
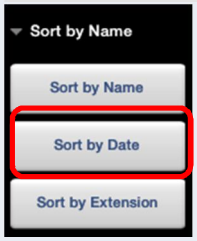
3.2.2.3 Presenting a document (local storage)



(Note: *For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	Import: Using the iTunes software, import the desired presentation documents to your iPad.
   	**Navigation:** Tap the tab to access folders with presentation files. The folder image will light up blue. If locally stored content is not displayed, tap the tab. Navigate to a folder by tapping the desired folder. The document list will display documents that are supported by *NovoPresenter*. Locate and tap the desired document. Example: Tap the document “NovoConnect_DM.pdf”. If you wish to sort the folder list into a desired order, tap the **Sort by…** tab on the drop-down menu, then select one of the following options: - Sort by Name (default) - Sort by Date - Sort by Extension Example: Tap the **Sort by…** drop-down menu. Select the option *Sort by Date* by tapping the **Sort by Date** button. Note: You can tap the tab at any time to refresh the screen contents.

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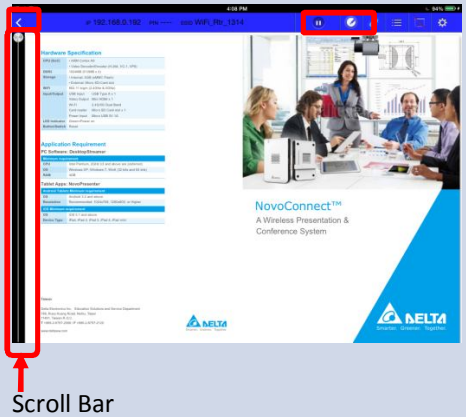
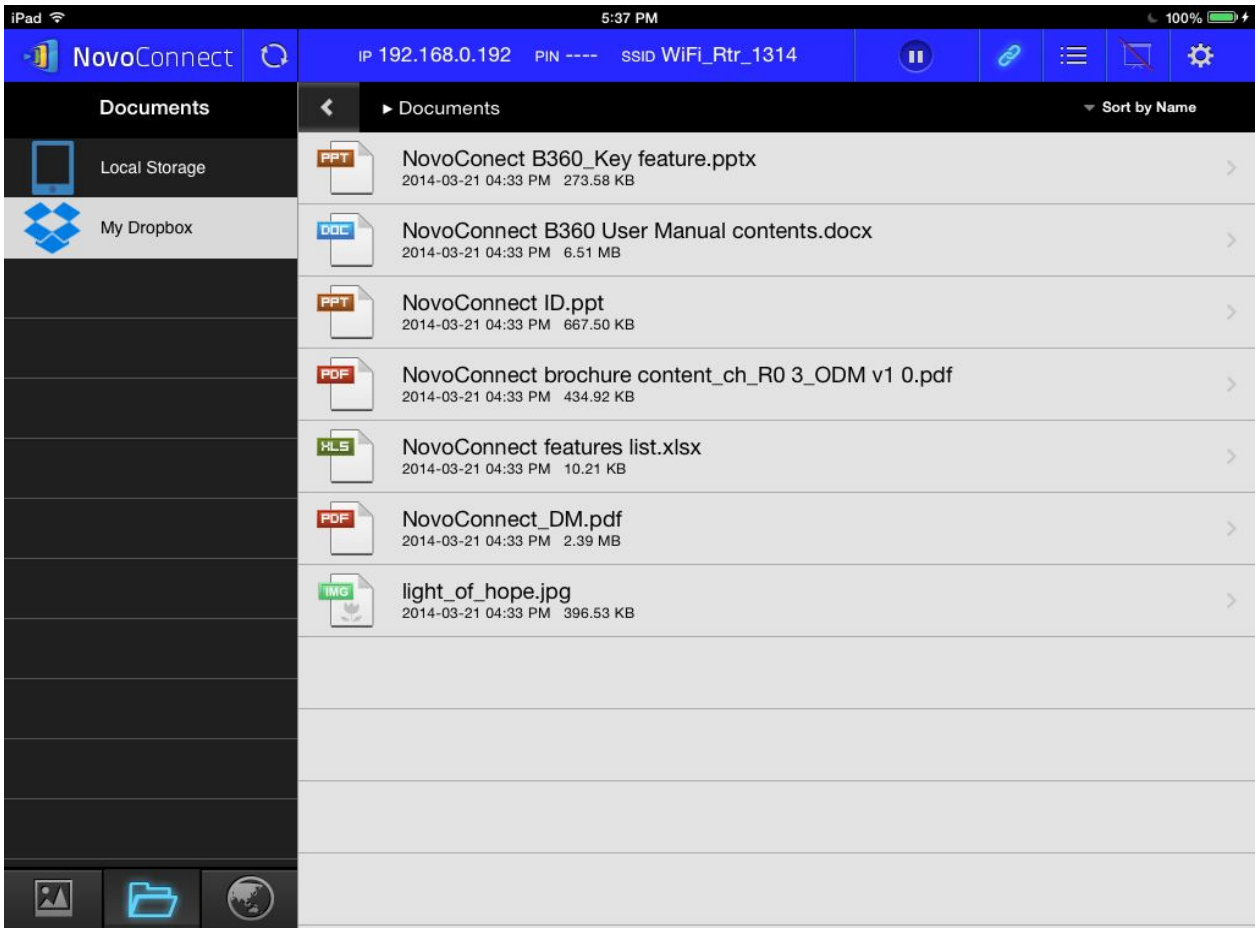


Scroll Bar

Document presentation:
The selected document will be displayed in full screen. You can zoom in on the document by sliding two fingers apart (pinch open), or you can zoom out on the document by sliding two fingers toward each other (pinch close).
To scroll down or move to the next page, slide your finger up or drag the scroll bar down. To scroll up or move to the previous page, slide your finger down or drag the scroll bar up.

To return to the *Document List* page, tap the tab. To use the on-screen annotation tools, tap the tab.

3.2.2.4 Presenting a document (with Dropbox)



(Note: *For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	Set your B360 to WiFi Mode: Set your B360's Wi-Fi mode to **WiFi Mode** and connect to a Wi-Fi AP router with Internet access.

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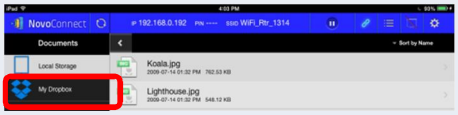
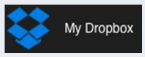
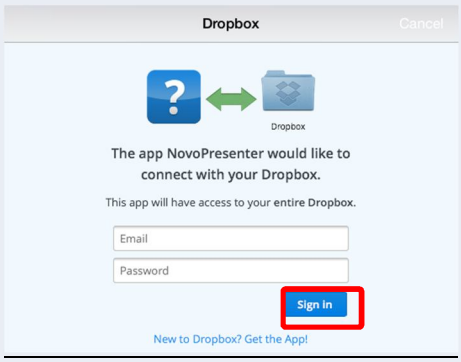


Select Dropbox as the document source:

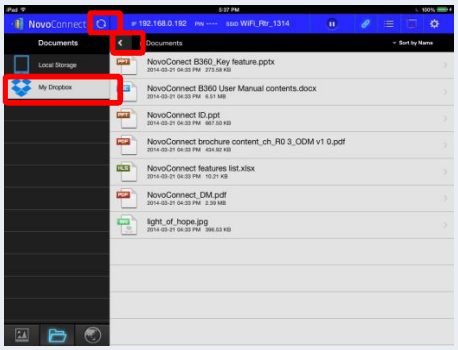
Tap the folder tab . It will light up blue. Tap the My Dropbox  tab.

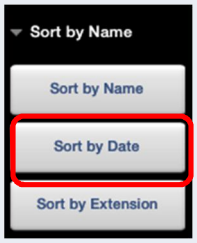


First time using Dropbox in *NovoPresenter*:

When using the *NovoPresenter* Dropbox feature for the first time, a link between *NovoPresenter* and your Dropbox account will need to be established.

Enter the e-mail address associated with your Dropbox account in the *Email* field and the associated password in the *Password field, and then tap* the **Sign In** button.





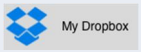
Navigation:

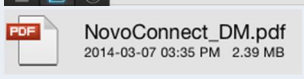
By default, your Dropbox's home directory contents will be displayed first. Navigate to a folder by tapping the desired folder.

If you wish to sort the list into a desired order, tap the **Sort by…** drop-down menu then select one of the following options:

- Sort by Name
- Sort by Date (default)
- Sort by Extension

Example: Tap the **Sort by…** drop-down menu. Tap the option *Sort by Name*, and then tap the *Documents* folder.

Note: You can tap the tab at any time to return to previous folder. You can also tap the  tab at any time to refresh the Dropbox list (you will be returned to your Dropbox list's home directory). You can tap the tab at any time to refresh the screen contents.



Document list:

Once you locate the desired document, you can open and present the document page by page from the Dropbox Web site without having to download the document to your iPad.

Example: Tap the document "NovoConnect_DM.pdf".

Note: You can tap the tab at any time to return to the previous folder.

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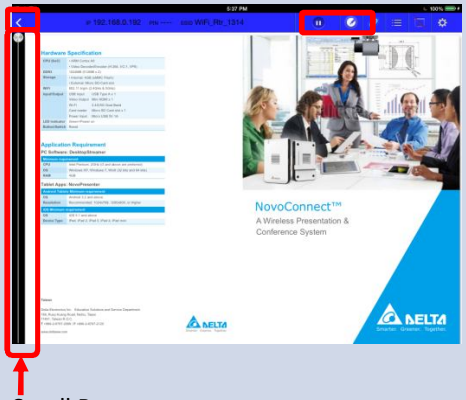


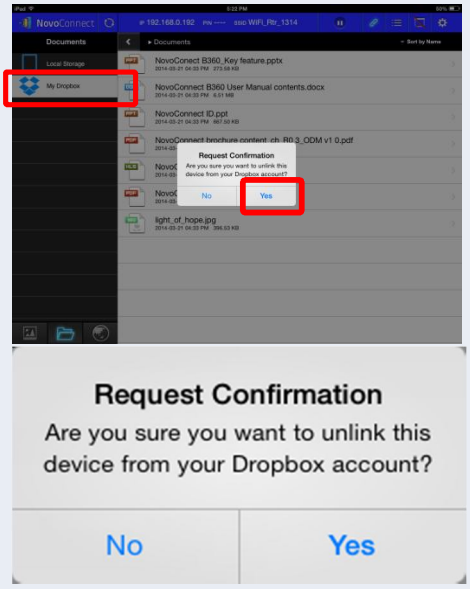
Scroll Bar

Document presentation:

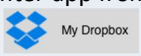
The selected document will be displayed in full screen. If your presentation is paused, tap the button to resume the presentation. You can zoom in on the document by sliding two fingers apart (pinch open), or you can zoom out on the document by sliding two fingers toward each other (pinch close).

To scroll down or move to the next page, slide your finger up or drag the scroll bar down. To scroll up or move to the previous page, slide your finger down or drag the scroll bar up.

To return to the *Document List* page, tap the tab. To use the on-screen annotation tools, tap the tab.



Unlink Device from Dropbox:

If you need to unlink the *NovoPresenter* app from your Dropbox account, tap and hold the 

tab for a few seconds. When the *Request Confirmation* appears, tap **Yes** to proceed.

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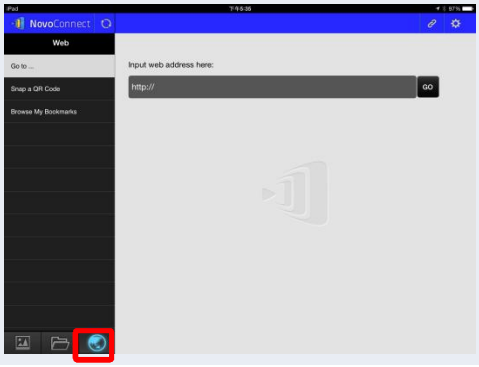
3.2.2.5 Presenting with a browser

To include a browser in your presentation, please follow the steps listed in the table below. For reference, a sample screen is also shown below.

(Note: *For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	Set your B360 to WiFi Mode: Set your B360's Wi-Fi mode to **WiFi Mode** and connect to a router with Internet access. Please refer to the *Remote Viewer* chapter for more details.
	**Start browsing for a Web page:** Tap the Internet tab . It will light up blue. Select one of the three options to access a Web page: - Go to… (enter URL address[default]) - Snap a QR Code - Browse My Bookmarks (Web site bookmarks)

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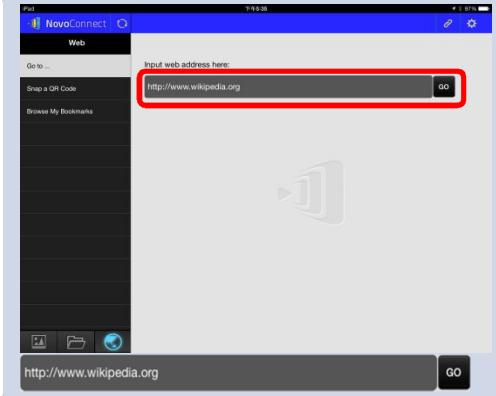
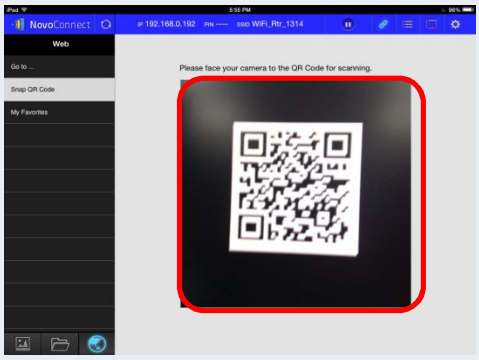
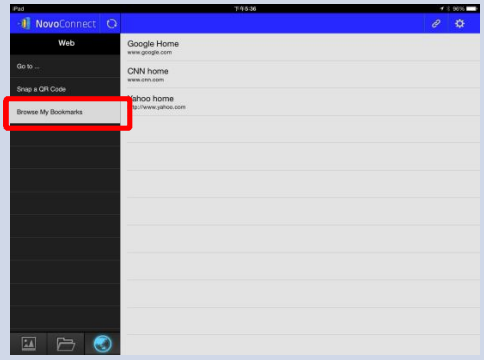


Go to…:
Tap the **Go to…** tab.
Enter the Web page URL and tap **Go**.
Example: Enter the URL www.wikipedia.org and tap **Go** (the pre-fix http:// can be omitted).



Snap QR code:
Tap the **Snap QR Code** tab.
Aim your iPad's camera at a QR code containing Web page information. *NovoPresenter* will detect the URL and access the corresponding Web page.



Browse my Bookmarks:
Tap the **Browse my Bookmarks** tab.
From the bookmark list, tap the bookmark of interest to go to its corresponding Web page.
Touch and hold a bookmark for two seconds to edit or delete the bookmark.
Note: The bookmark list may initially be empty. You can add a Web page to the bookmark list at any time while browsing and presenting Web pages.

Web page presentation:
The selected Web page is fully displayed. You can zoom in on the Web page by sliding two fingers apart (pinch open), or you can zoom out of the Web page by sliding two fingers toward each other (pinch close).
To scroll down or move to the next page, slide your finger up. To scroll up or move to the previous page, slide your finger down.
To add this Web page to the bookmark list, tap the tab.
To return to the *Web menu page*, tap the tab. To use the on-screen annotation tools, tap the tab.

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3.2.2.6 Annotation

Sometimes you may want to write, highlight, or mark portions of your presentation materials directly on the tablet screen. *NovoPresenter* provides an on-screen annotation tool for the *presenter* to annotate the presentation material directly without changing the original. You can enable the annotation tool by toggling the tab on, as shown in the screenshot below.

Function	Description
	Tap the tab to enable the annotation tool. Annotate with a red marker Annotate with a blue marker Annotate with a black marker Annotate with a yellow highlighter Change from annotation (writing) mode to touch panel (operation) mode Trash can Eraser Undo

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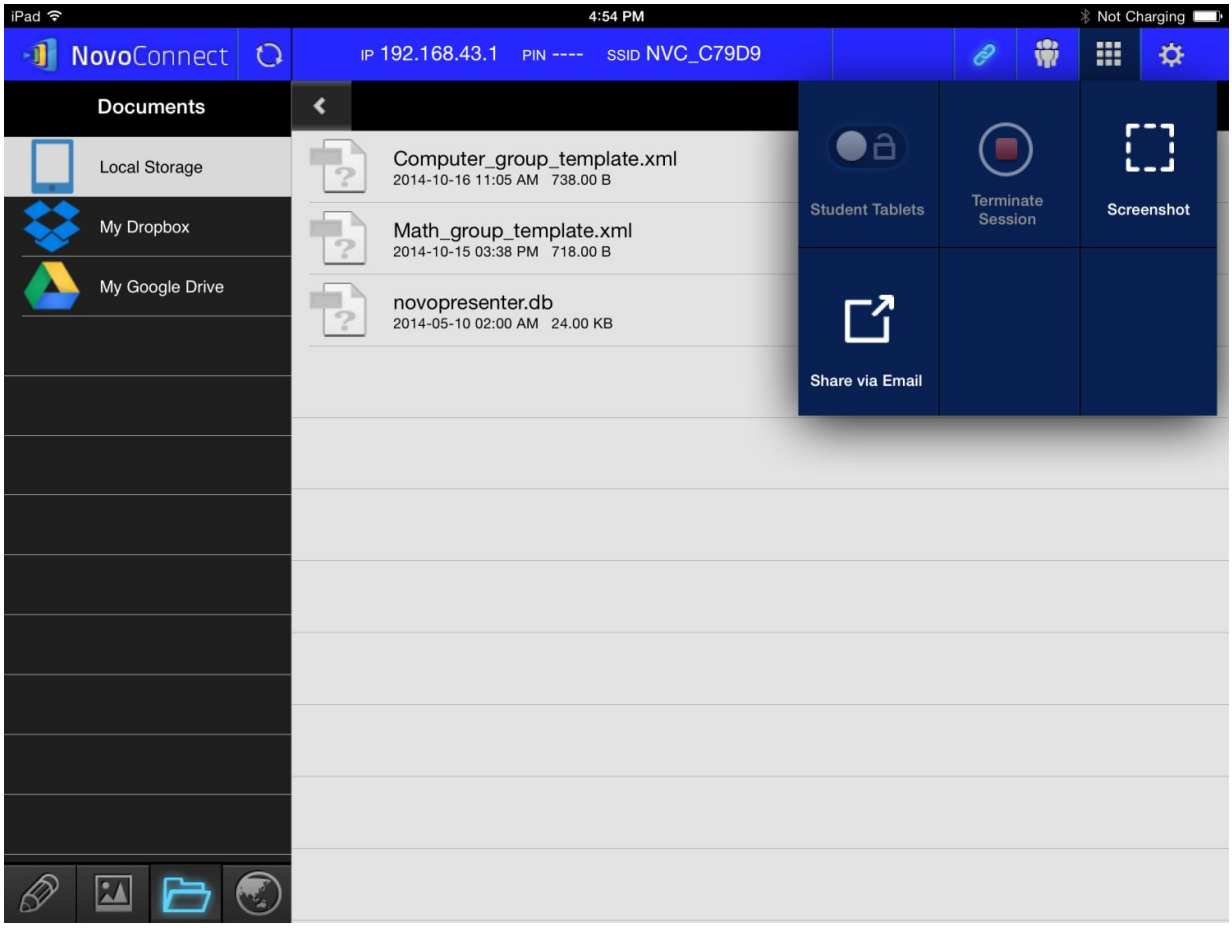
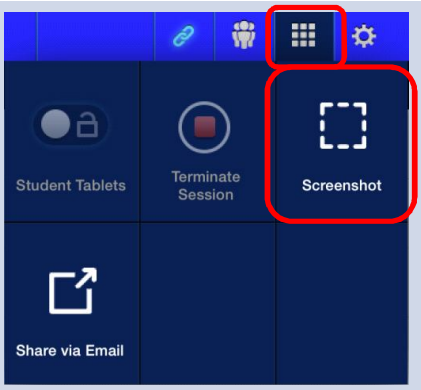
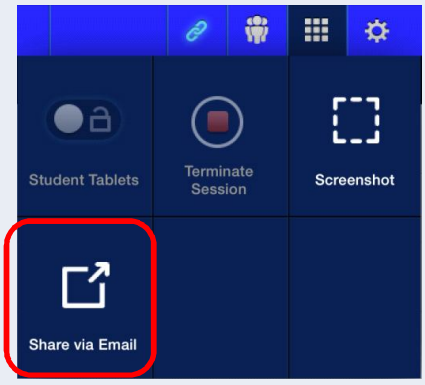
3.2.2.7 Screenshot and share

This feature allows users to take screenshots of their display and share them with other users.



Function	Description
	**To take a screenshot:** Tap the tab and tap the **Screen Shot** area. A link will be displayed for the location of the saved screenshot.
	**To share a screenshot:** After taking a screenshot tap the **Share via Email** button, an associated email app will launch to share the screenshot.

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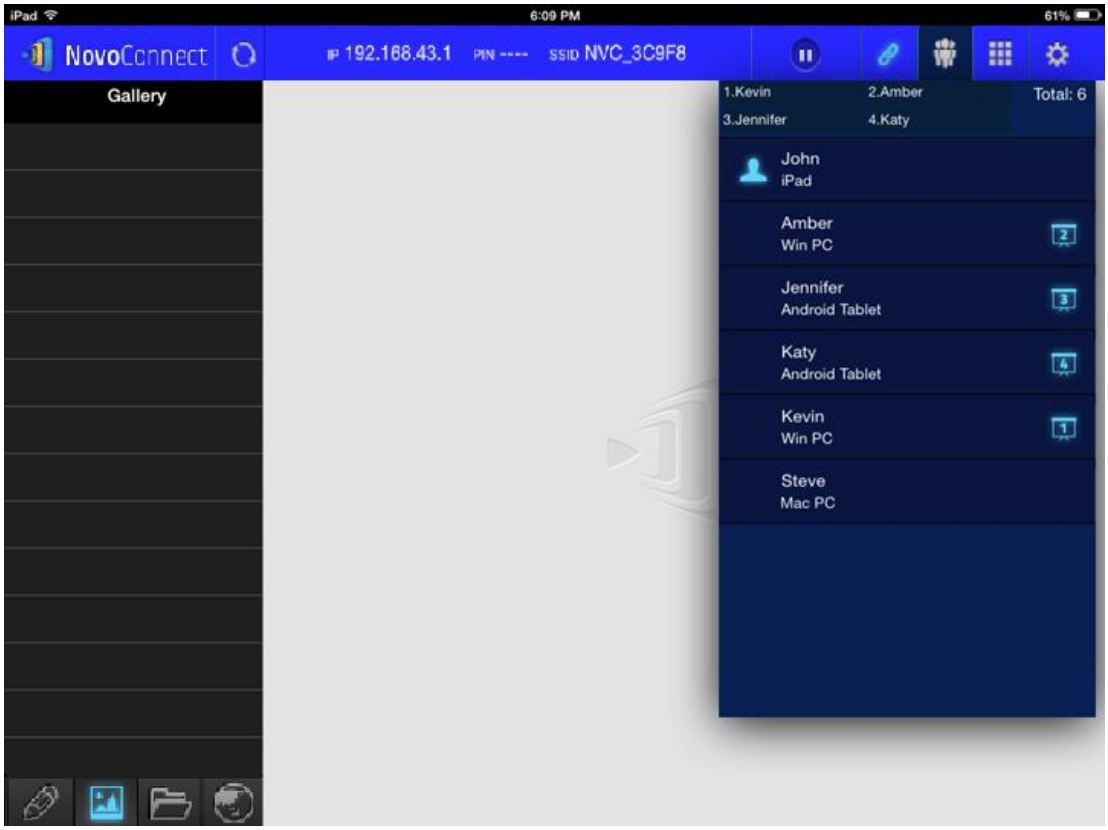
3.2.3 Step 3: Presentation management

Once you are done starting/joining a presentation group, you are ready to make a presentation and collaborate with other *participants*. A sample screen view is provided below.



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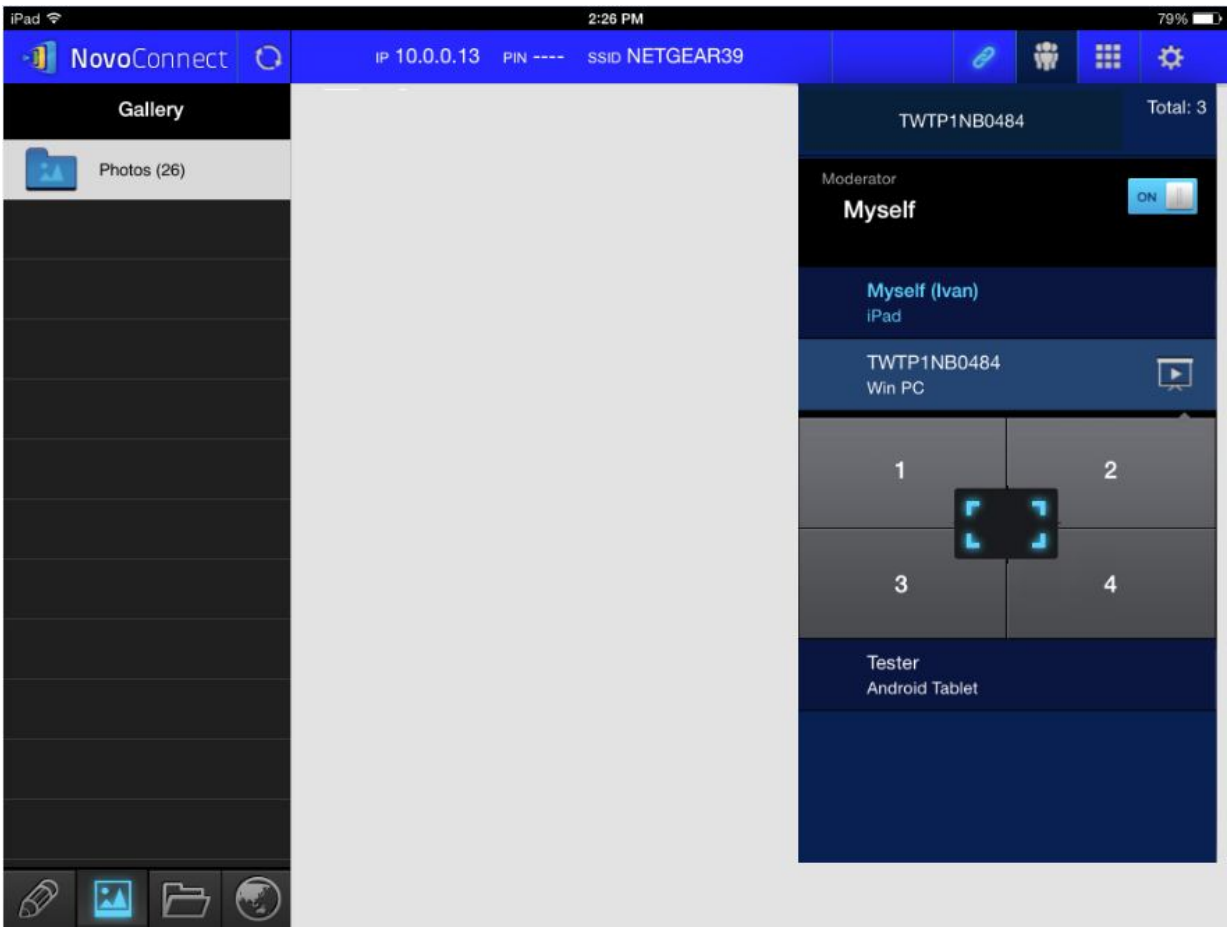
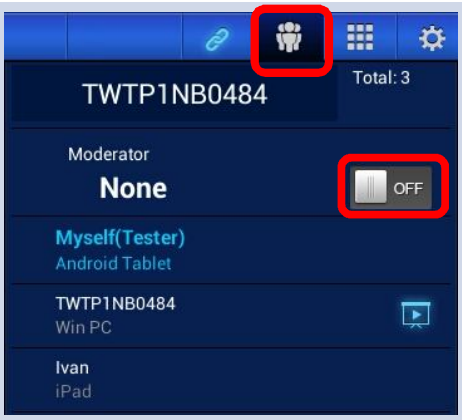
3.2.3.1 Set Moderator Mode (*Corporate Edition* only)

When moderator mode is set on the moderator can manage presentations or make a presentation in the split screen.



Function	Description
	**Set the moderator mode:** Tap the tab and tap the **Moderator On/Off** switch to set the moderator mode. OFF: The moderator mode is off. ON: The moderator mode is on.

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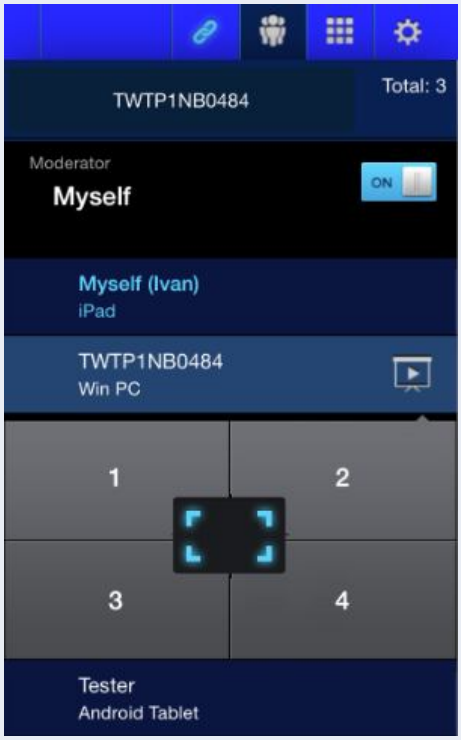

Manage presentations or make a presentation:
The moderator now has the authority to manage presentations or make a presentation in split screen.

3.2.3.2 Role assignment

There are three roles in a presentation group, the *host*, the *presenter*, and the *participant*.
The first person to start a presentation group with a B360 is assigned the *host* role. Subsequent joiners are assigned the *participant* role.
The *host* is defaulted to assume the *presenter* role until he hands over the *presenter* role to another *participant*.

To show all current *participants* who have joined the presentation group, please tap the tab.

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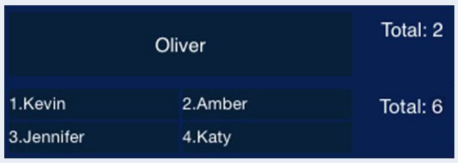
(Note: *For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	Select the tab to show the *participant* list. indicates the current *host*. indicates the current *presenter*. indicates the current *presenter* that is presenting in the indicated split-screen box number (#1-4).The instance here shows a *presenter* that is presenting in Box #1. Example: There are six *participants* in the presentation group – one with an iPad, two with Windows PCs, two with Android tablets, and one with a Mac PC. John is the *host* who automatically has denied screen preview. Kevin, Amber, Jennifer, and Katy are *presenters* currently presenting in boxes #1-4 of the four-way split screen (which will be explained in detail later). Steve is a *participant* who has denied screen preview. * *For the Education Edition all participants will automatically allow screen preview.*
	Indicates the names of the *presenters* seen by other *participants* and the total number of current *participants*. Example 1: Oliver is the only *presenter*, and there are currently 2 *participants*. Example 2: Kevin, Amber, Jennifer, and Katy are the four *presenters*, and there are currently 6 *participants*.

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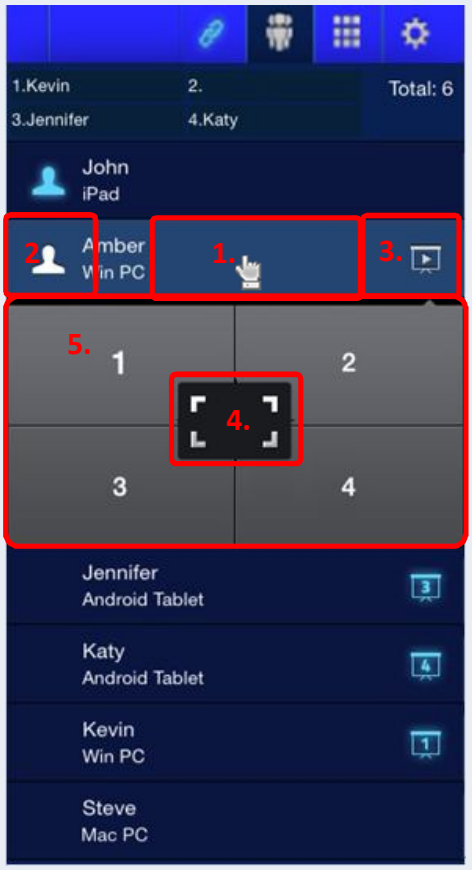
3.2.3.3 Role change, screen preview, and four-way split screen

(Note: *For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	To perform a role change: First select the tab to show the *participant* list.
	1. Highlight *participant* Amber by tapping the middle part of Amber's entry once or twice until both the and the icons appear. 2. Tap Amber*'s* icon to hand over the *host* role to her. 3. If the split screen selection area is *not* yet present, touch the icon to bring up the split screen selection area. 4. Tap the icon of the split screen selection area to request Amber to be the sole *presenter*. 5. Tap one of the four boxes (#1-4) in the split screen selection area to allow Amber to perform a presentation on one of the four boxes of the four-way split screen.

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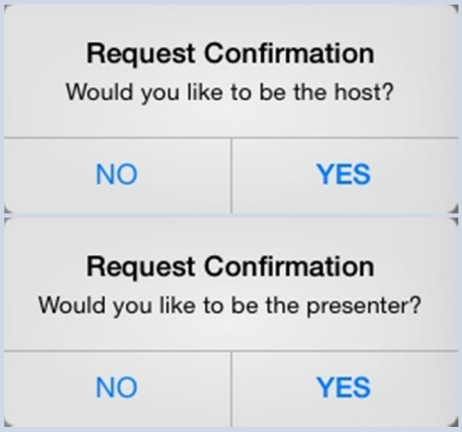

When a *participant* is asked to be a *host*, a dialog box will appear on the *participant*'s screen.
Also, when a *participant* is asked to be a *presenter*, a dialog box will appear on the *participant*'s screen.
The *participant* has 20+ seconds to tap the **Yes** button to become the new *host* or tap the **No** button to reject the *host* assignment.

To perform screen preview (*Education Edition* only):

Tap the tab to show the *participant* list.
For the *Education Edition*, all participants will automatically allow screen preview.

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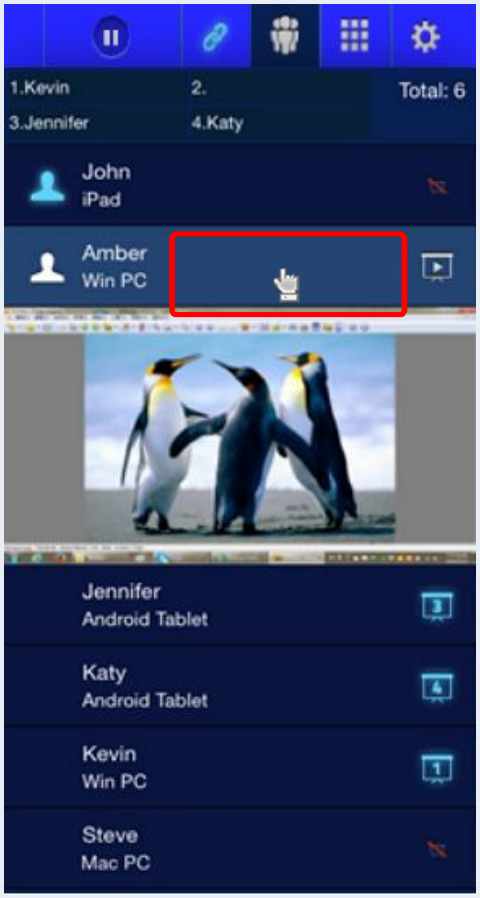

To preview a *participant*'s screen, tap the middle part of an entry once or twice to bring up both the and the icons. Wait for a few seconds for the screen to be sampled and displayed. In this example, Amber's Win PC is selected to be previewed.

To perform a four-way split screen presentation:

Tap the tab to show the *participant* list.

Select a *participant* to make a presentation.
In this example, Amber has been selected.

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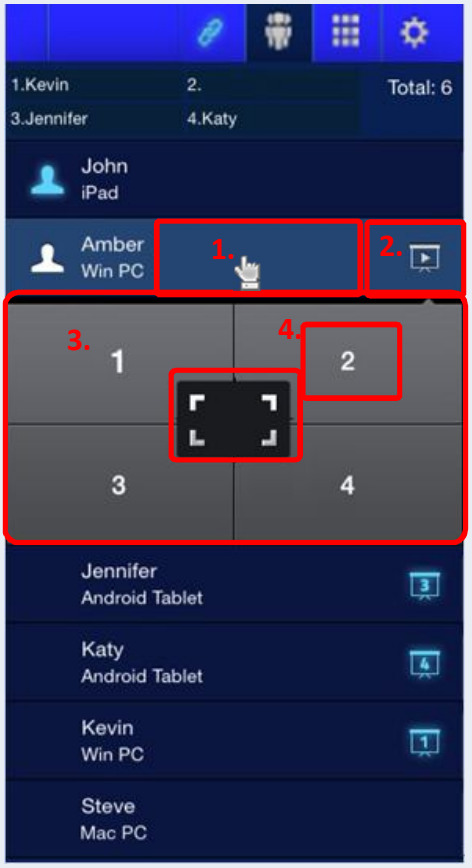
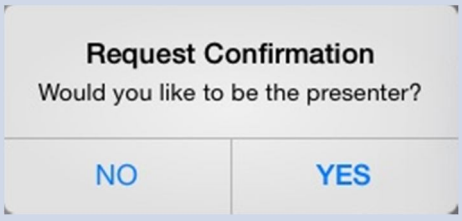


1. Tap Amber's entry once or twice until both the and the icons appear.
2. If the split screen selection area is not yet present, tap the icon to bring up the split screen selection area.
3. Tap one of the four boxes (#1-4) in the split screen selection area to assign Amber to perform a presentation on one of the four boxes of the four-way split screen.
4. In this example, Amber is assigned to make a presentation in Box #2.



Amber will receive a request to perform a presentation on one of the four boxes of the four-way split screen.
After John accepts (within 20+ seconds) being one of the four possible *presenters* (by tapping the **Yes** button), John's screen will appear in one of the four boxes of the four-way split screen.

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3.2.3.4 Pause, resume, and disconnect

(Note: *For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	To pause a presentation: Tap the tab to enter the presentation control page.
	Pausing and resuming a presentation: While presenting, the *presenter* can toggle between and to pause and resume the presentation respectively.
	To disconnect from a presentation group: Tap the **Disconnect** button to exit the presentation group. If the *host* exited the presentation session without handing over the *host* role, all *participants* will receive a message prompting them to take over the *host* role. The first to respond to the prompt will assume the role of the *host*.

3.2.3.5 Reset

Occasionally you may encounter problems with the network or the computer causing the presentation group to malfunction on your B360. One way to resolve this problem is to reset the presentation group.

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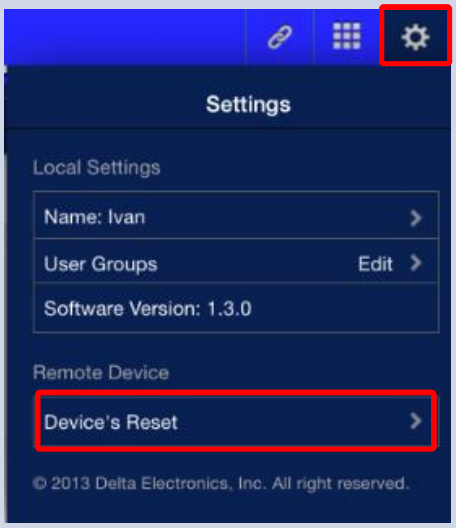
(Note: *For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	**To perform a reset:** First tap the tab and tap the arrow of the **Device's Reset** window.
	Resetting: Tap the **Quick Reset** to reset the presentation group to allow a presentation group to start over again. Tap the **Full Reset** button to reset the NovoConnect B360 device. The B360 device will restart automatically. Conflicts may occur when multiple *participants* simultaneously attempt to reset the presentation group or the B360. The reset privilege priorities are as follows: 1. *Host*: The *host* has the sole privilege to quick-reset the presentation group or the B360 device when the *host* stays connected to the B360. 2. *Presenter*: If the *host* lost connection with the B360, the current *presenter* inherits the privilege to quick-reset the B360. 3. *Participant*: If the *host* and the *presenter* both lost connection with the B360, any *participant* can quick-reset the presentation group.

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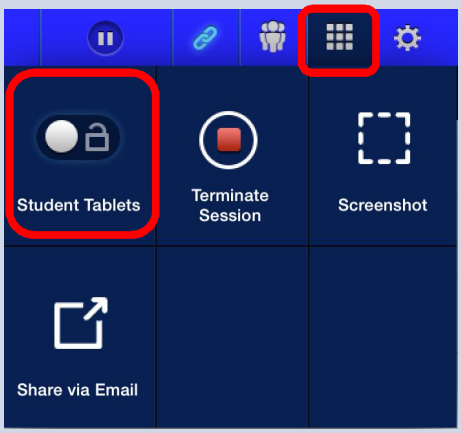
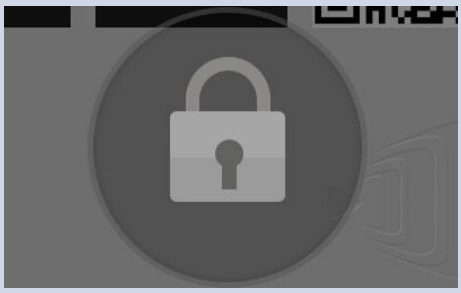
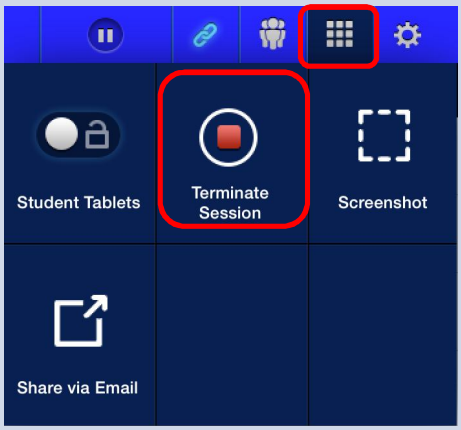
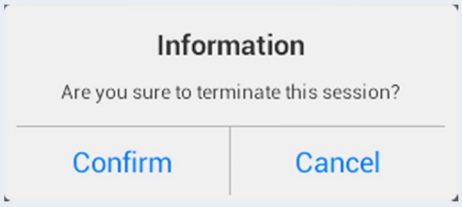
3.2.3.6 Lock/Unlock Students' Tablets (*Education Edition* only)

This feature for PCs and tablets allows teachers to lock down student tablets. This feature is only available in the *Education Edition.*

Function	Description
	**To lock/unlock students' tablets:** Click the tab to bring up the toolbar page, then click **Student Tablets** to lock or unlock the students' tablets. : Student tablets are unlocked. : Student tablets are locked.
	**Student tablets locked:** A lock icon will pop up on the students' tablets to show that the screen has been locked.

3.2.3.7 Terminate Session (*Education Edition* only)

Here you can disconnect all devices with the touch of one button.

Function	Description
	**To terminate a session:** Tap the tab and tap **Terminate Session**.
	**Confirmation:** Click **Confirm** to terminate the session. All devices will be disconnected.

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3.3 Presenting with Android Tablet

The Android version of the *NovoPresenter* app (pictured in the image below) enables an Android tablet device to connect to the B360 and make a presentation.

Launch Presentation Application

Launch the *NovoPresenter* application by selecting the *NovoPresenter* app icon on your Android tablet. The *NovoPresenter* app will be launched.

To make a presentation, follow the steps below:
Step 1: Connect to your B360 device
Step 2: Make a presentation
Step 3: Manage the presentation

3.3.1 Step 1: Connect to your B360 Device

There are two ways to connect to your B360 device:

1. Connect to your B360 device automatically via QR Code.
2. Connect to your B360 device manually.

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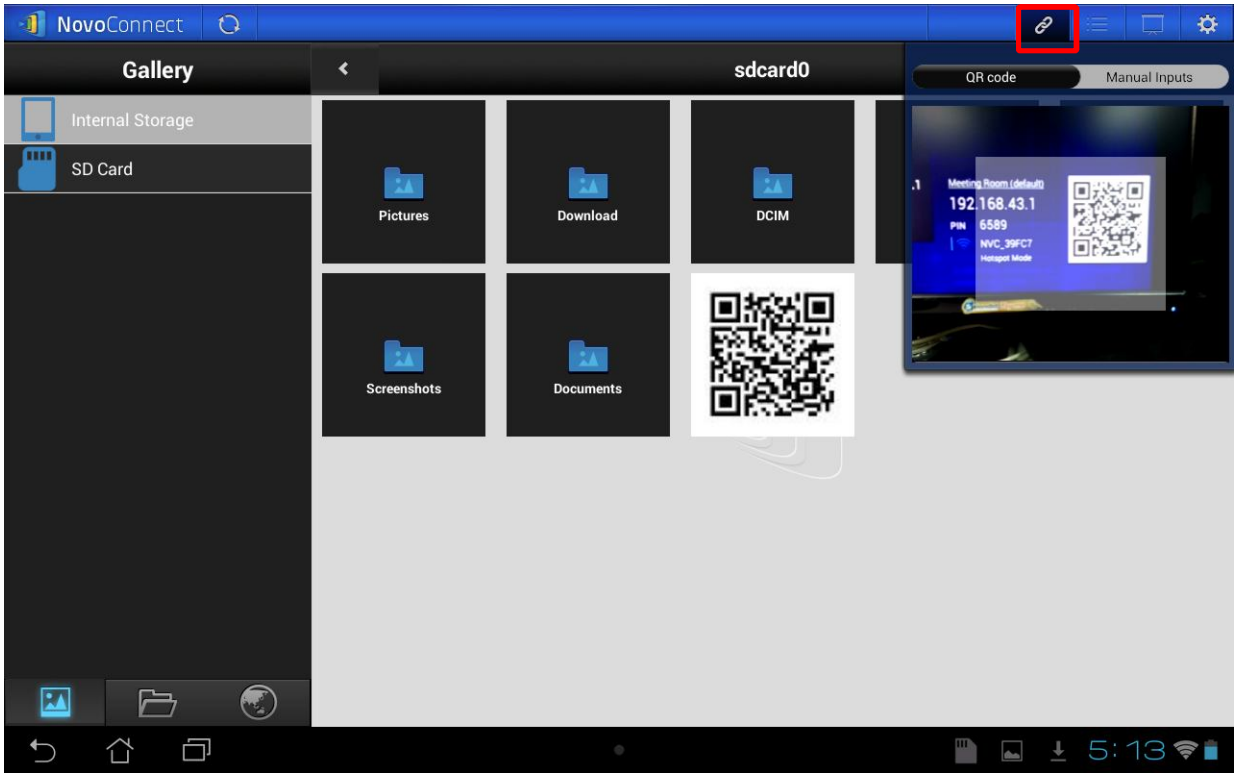
3.3.1.1 Connect to your B360 device automatically via QR Code

This is the default B360 connection option which allows you to connect to your B360 automatically without any manual configurations. After launching the *NovoPresenter* app, tap the tab (as seen in the screenshot below) and access the connection options.



(Note: *For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	Connect to the B360 automatically via QR Code: The **QR code / Manual inputs** switch will be in the **QR code** position by default (if not, just tap the switch once). Aim your tablet's camera at the QR code containing login information, which can be found on your B360 home screen or on the screen of the device connected to your B360. Under normal circumstances, *NovoPresenter* will automatically login to your B360. Should automatic login fail, follow the manual configuration option in the section 3.3.1.2 Connect to your B360 device manually.

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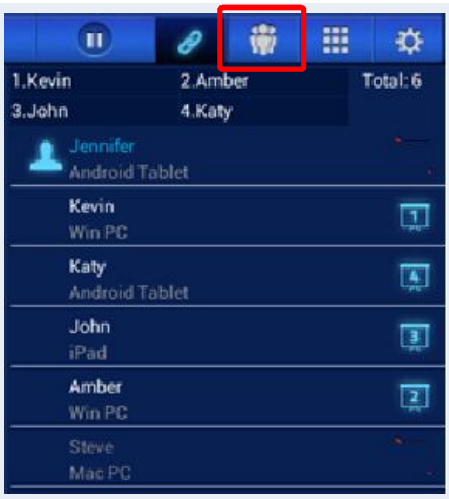
Confirm Connection:
After your *NovoPresenter* app on your Android tablet is connected successfully to your B360, you will see the connection tab light up blue .
If you are the first *participant*, you will see that your Android tablet's on-screen display is wirelessly mirrored on your projector or TV. You can slide the PIN requirement switch to **OFF** or **ON** to disable or enable usage of a PIN code.



View participants list:
You can tap the tab to see the current *participant* list.
Example: There are a total of six *participants* in the presentation group. Jennifer the *host*. However, she is not making a presentation at the moment. She has assigned Kevin, Amber, John, and Katy to be the four *presenters*.

Allow other users to connect to the B360 automatically via QR Code:

1. For the first *participant*, *NovoPresenter* automatically generates a QR code on your Android device's home directory (which is mirrored on your projector or TV) to allow other subsequent users to connect to your B360 automatically. Subsequent users can follow the steps described above to scan the QR code and connect automatically to your B360. Upon starting the *NovoPresenter*, you should be able to find the QR code image being displayed.
2. a) After making a connection with your B360, you can also display a larger QR code for others to login by tapping the session information tab.
   b) A larger QR code with session information will be displayed. Click **Ok** when done.

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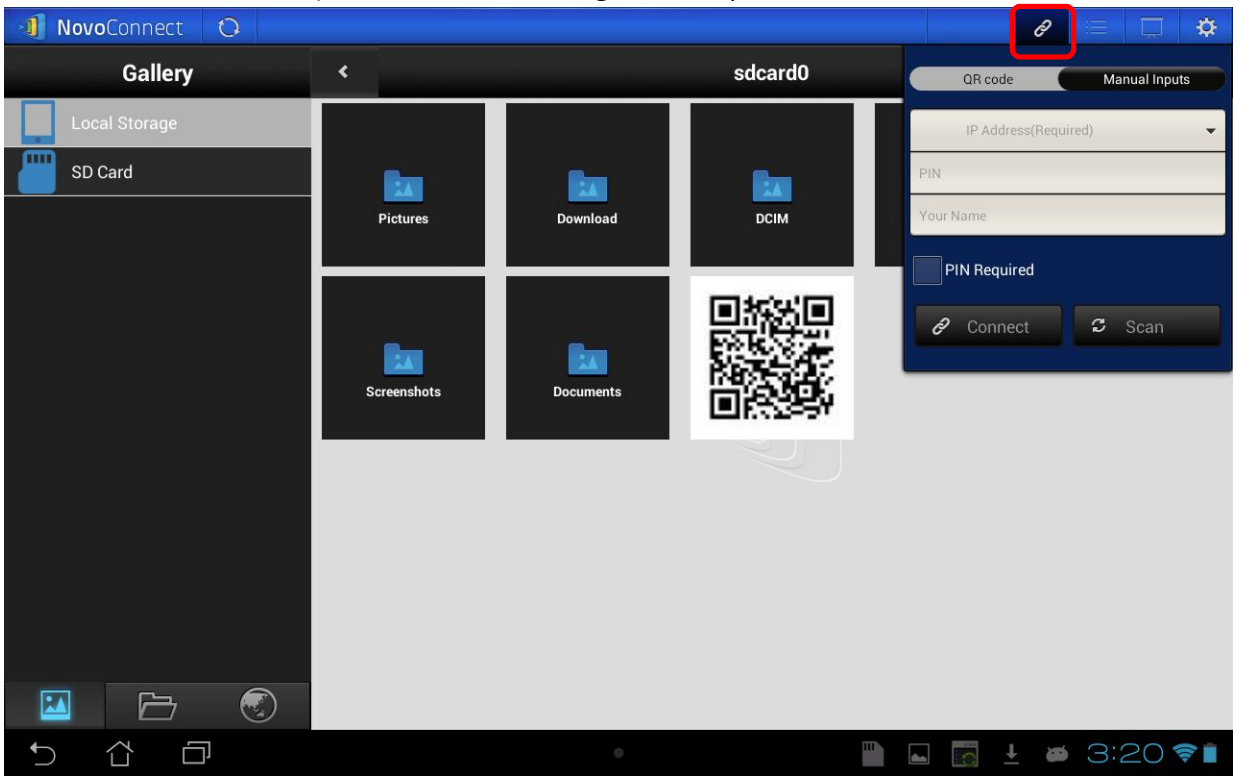
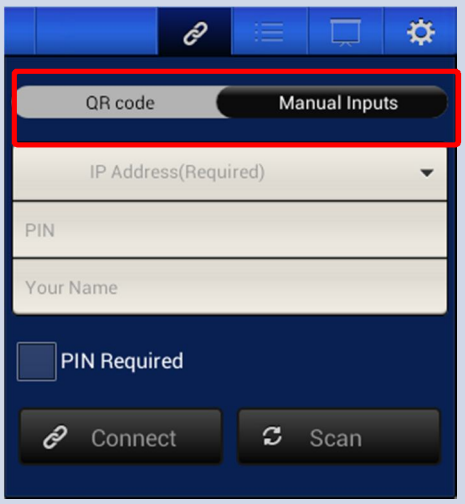
3.3.1.2 Connect to your B360 device manually

If you need to configure login information manually before connecting to your B360, this is the preferred connection option. After launching the *NovoPresenter* app, tap the tab (as seen in the screenshot below) and access the configuration options.



(Note: *For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	**Manual configuration option:** Toggle **the QR code / Manual Inputs** switch to the **Manual Inputs** position.

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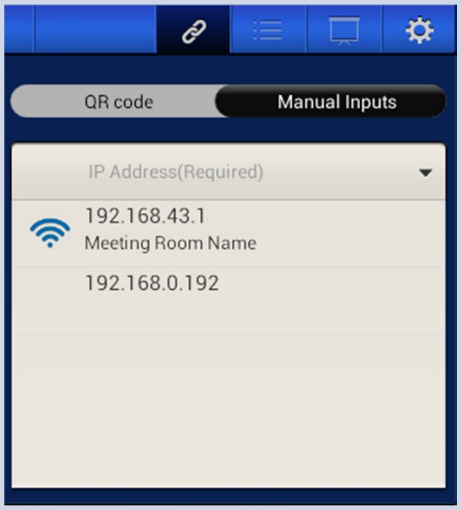
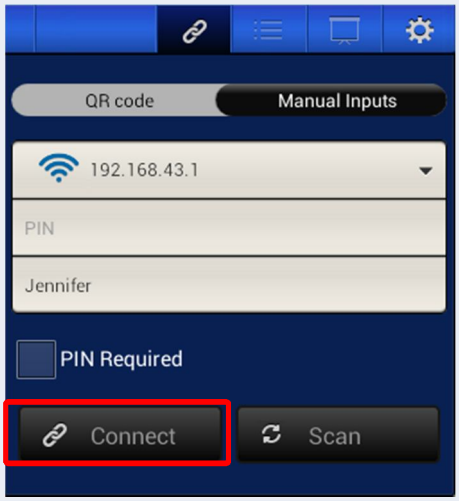


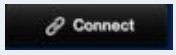
IP address:
Manually enter the IP address shown on your NovoConnect home screen here, or select an entry from the drop-down menu that matches the IP address shown on your NovoConnect home screen.
You can tap the **Scan** button to scan the IP addresses of all available B360s within the same subnet. Select the drop-down menu to see the available B360s within your area.
Example: 192.168.43.1.

PIN:
If a PIN code is required to connect to the B360, check the **PIN Required** box and enter the PIN shown on the NovoConnect home screen. If a PIN code is not required, uncheck the **PIN Required** check box.

Your Name:
(Optional) Manually enter a name for this tablet to be identified in the presentation group among other *participants*.
Example: Jennifer.
(Note: If a name is not entered in this field, the default name for your device will be used.)



Make connection:

Tap the 

button. If you are the first *participant*, this will start a presentation group on your B360. If you are not the first *participant*, you will be joining a presentation group.

Confirm connection:
After your *NovoPresenter* app on your Android tablet is connected successfully to your B360, you will see the connection tab light up blue .
If you are the first *participant*, you will see that your Android tablet's on-screen display is wirelessly mirrored on your projector or TV. You can slide the PIN requirement switch to **OFF** or **ON** to disable or enable usage of a PIN code.

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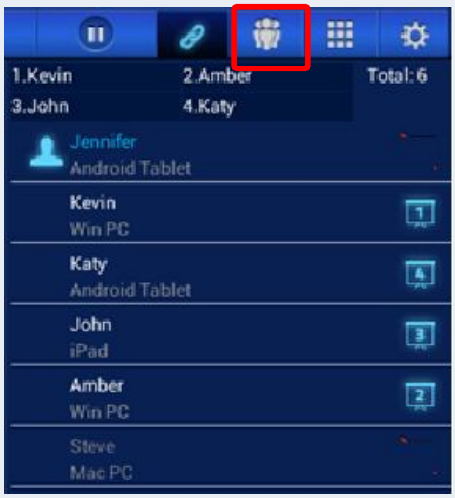


View participants list:

You can tap the tab to see the current *participant* list. Example: There are a total of six *participants* in the presentation group. Jennifer the *host*. However, she is not making a presentation at the moment. She has assigned Kevin, Amber, John, and Katy to be the four *presenters*.

3.3.2 Step 2: Make a presentation

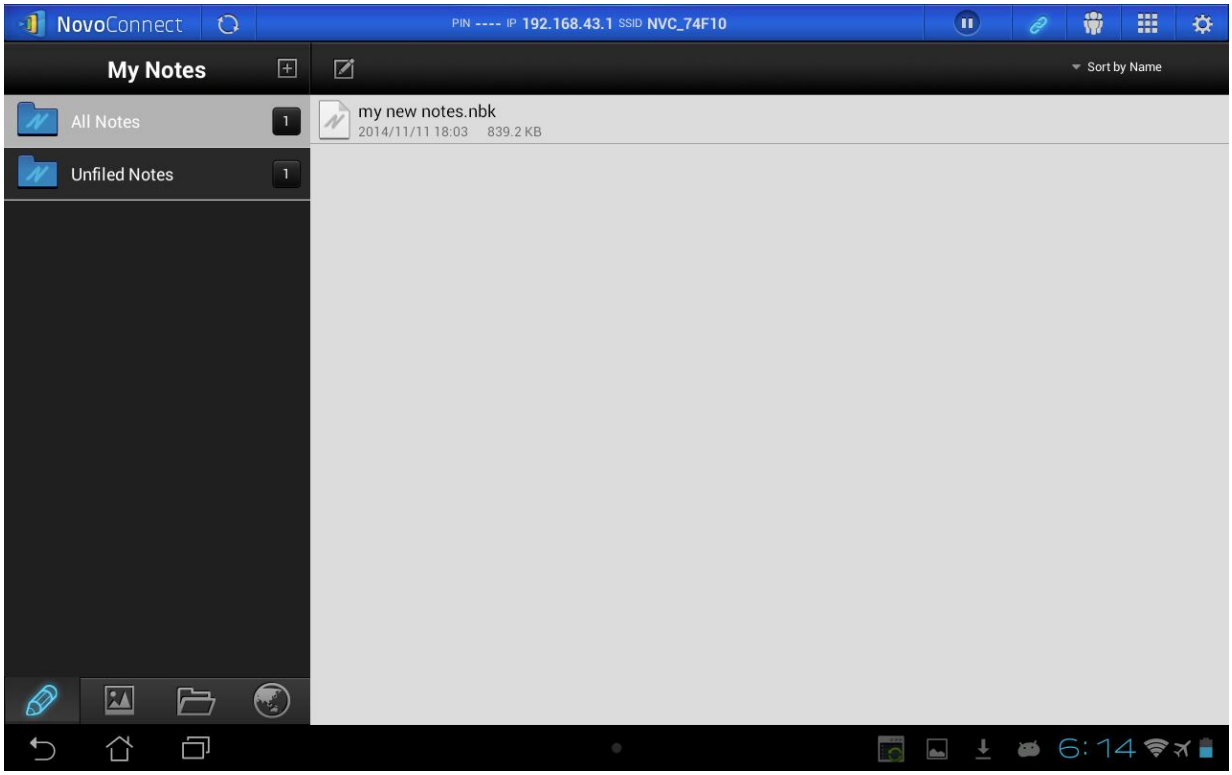
Once you have started or joined a presentation group, you can make a presentation with the contents stored on your tablet, local network, or the Internet. There are three tabs in the lower left corner of the *NovoPresenter* home screen:

: Tap this tab to present an image stored on your tablet.

: Tap this tab to present a document stored on your tablet.

: Tap this tab to present a Web page.

3.3.2.1 My Note *(Education Edition* only)



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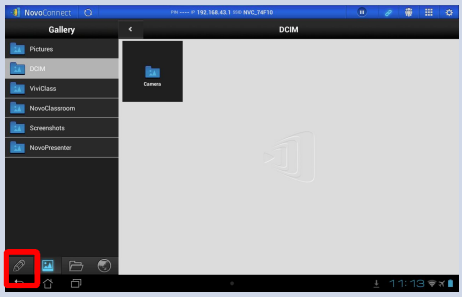
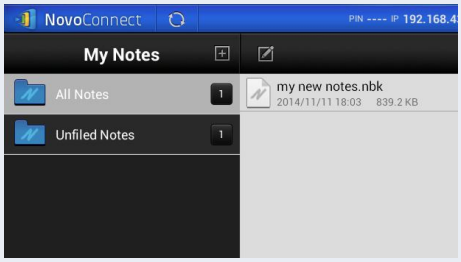
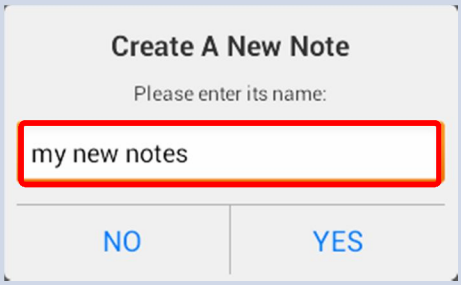
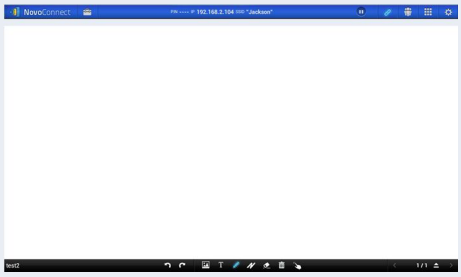
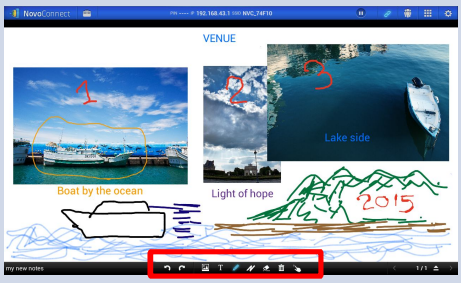
This NovoPresenter feature is a virtual whiteboard that allows tablet users to create, manage and display notes in a NovoConnect session.

Function	Description
	**Launch My Note:** Tap on the lower left corner of the screen.
	**Create a new note presentation:** Tap on the top of the screen.
	**Enter your note name:** Type a name for your note in the “Create a New Note” dialog box and tap “YES”.
	**Start making a note:** Your blank note will now open on your screen.
	**Use the note tools:** The note tools are located on the bottom of the screen. Tap an icon for the desired function. : Insert a picture stored on your Android tablet. : Type texts onto the screen. You can reposition your text by dragging it across your screen with your finger. : Make a drawing on the screen. : Mark or highlight something on screen. : Erase texts, drawings, or highlights. : Clear changes without saving. Note: This is one of the two trash can icons visible on the *My Notes* screen. The clear icon is on a solid black background in the lower middle of the screen.)

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: Move an image to another location. Tap this button and drag the image to its new position.

: Undo a change.

: Redo a change.

Add additional pages to My Notes presentation:
The page management tools are located in the add-page options pane on the right side of the screen.

: Open the add-page options pane.

: Close the add-page options pane.

: Add a new page.

: Select a page by tapping its thumbnail.

: Delete the selected page.

Note: This is one of two trash can icons visible on the My Notes screen. The delete page icon is on a dark grey background in the lower right side of the screen.

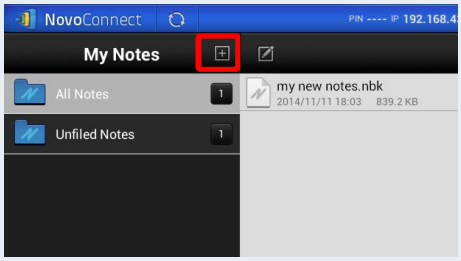
: Move the selected page up.

: Move the selected page down.

Close and save changes:

: (Android) Tap to close and save your changes to your note file.

: (iPad) Tap to close and save your changes to your note file.



Organize your notes with Subject folders:

: Tap this icon to add a new subject folder. When the "Add a Subject" dialog box appears, enter the name for the new subject folder.

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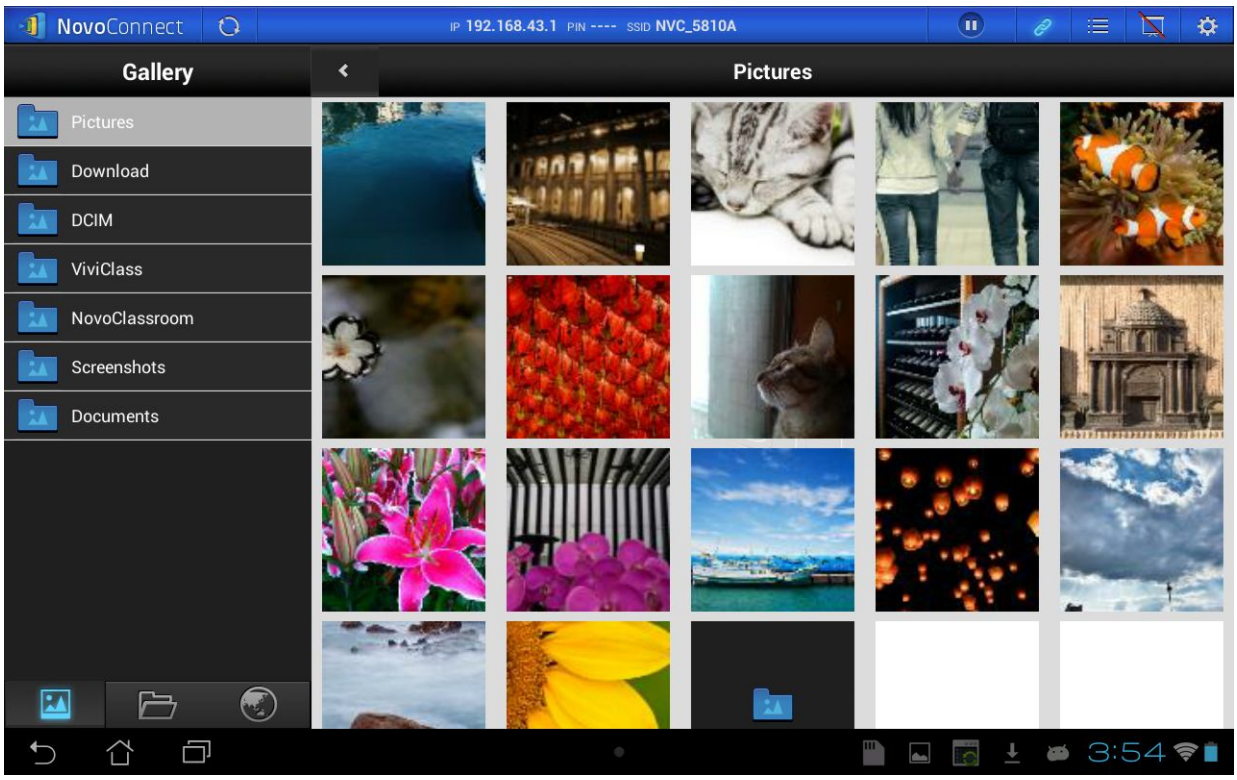
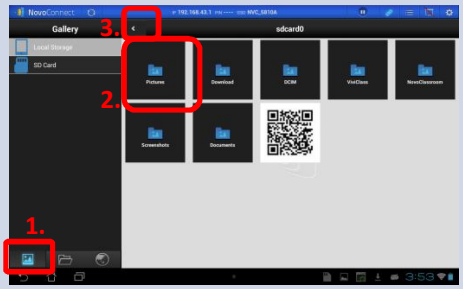
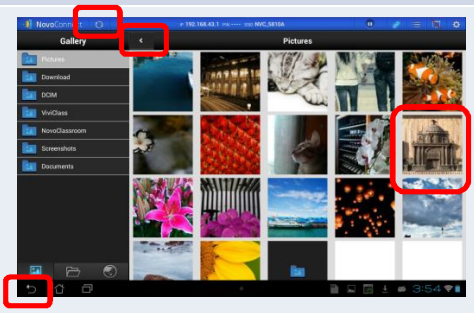
3.3.2.2 Presenting an image

One quick way to import presentation files onto an Android tablet is to connect to a computer via USB cable. Drag and drop photos and documents onto the tablet as you would with a USB storage device. A sample screen is provided below.



(Note: *For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	**Navigation:** 1. Tap the tab to access folders containing image files. It will light up blue. 2. Navigate to a folder by tapping the selected folder. 3. Tap the tab or the back key at any time to return to previous folder.
	**Image thumbnails:** You will see image thumbnails displayed once you navigate to a folder with images. You can select a thumbnail to view the full image. Example: Tap the ancient building image thumbnail. Note: Tap the tab or the back key at any time to return to the previous folder. Tap the tab at any time to refresh the screen.

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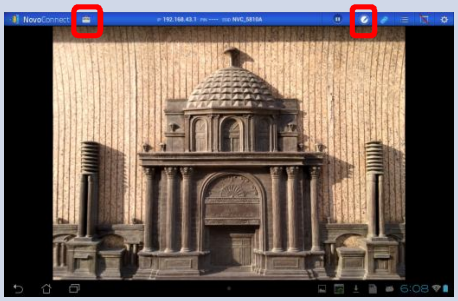


Image presentation:
The selected image will be displayed in full screen. You can zoom in on the image by sliding two fingers apart, or you can zoom out on the image by sliding two fingers toward each other.
If you have more than one image in the same folder, you can swipe your finger left or right on the screen to advance to the next or previous image.

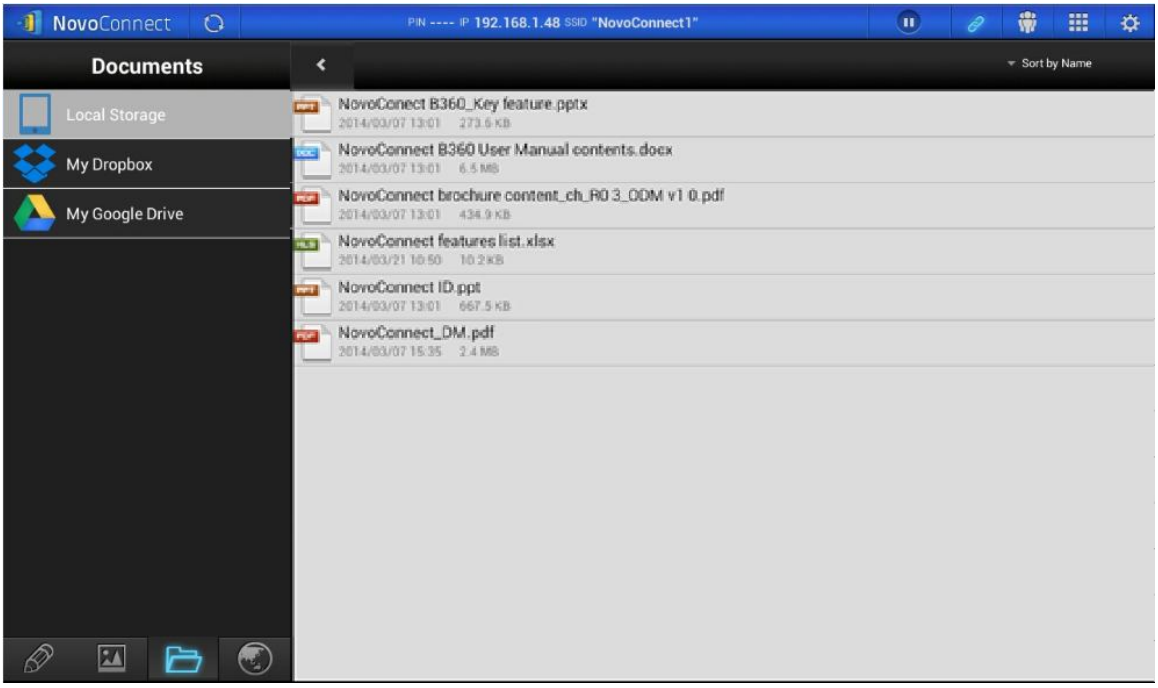
To return to the *Image Thumbnails* page, tap the tab.

To use the on-screen annotation tools, tap the tab.

Image presentation control:

1. Tap any image area to show/hide the image presentation control items.
2. Tap to rotate the image counterclockwise, or tap to rotate the image clockwise.
3. To quickly select another image for presentation, drag the image thumbnail bar up or down, and then tap the image you wish to select.

3.3.2.2 Presenting a document (local storage)



(Note: *For Education Edition* all participants will automatically allow screen preview.)

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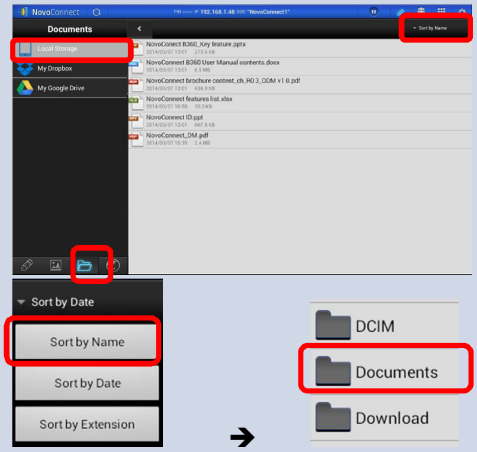
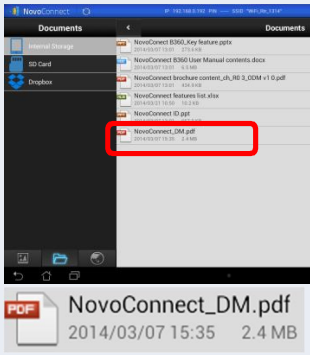
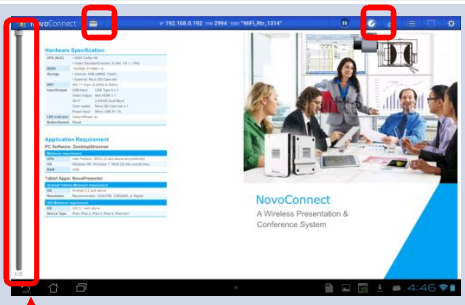
Function	Description
	**Navigation:** Tap the tab to access folders with supported document types. It will light up blue. Tap the Local Storage or SD Card tab (or any other tab of your storage device) and browse a folder containing documents. If you wish to sort the folder list into a desired order, tap the drop-down menu **Sort by…**, then select one of the following options: - Sort by Name - Sort by Date (default) - Sort by Extension Example: Tap the **Sort by…** drop-down menu. Tap the option *Sort by Name,* and then tap the *Documents* folder. Note: You can tap the tab or the back key at any time to return to the previous folder. Also, you can tap the tab at any time to refresh the screen.
	**Document list:** Once you enter a folder with documents supported by *NovoPresenter*, tap the desired document. Example: Tap the document “NovoConnect_DM.pdf”. Note: You can tap the tab or the back key at any time to return to the previous folder. Also, you can tap the tab at any time to refresh the screen contents.
	**Document presentation:** The selected document (a PDF, for example) will be displayed in full screen. You can zoom in on the document by sliding two fingers apart, or you can zoom out of the document by sliding two fingers toward each other. To scroll down or move to the next page, slide your finger up or drag the scroll bar down. To scroll up or move to the previous page, slide your finger down or drag the scroll bar up. To return to the *Document List* page, tap the tab. To use the on-screen annotation tools, tap the tab.

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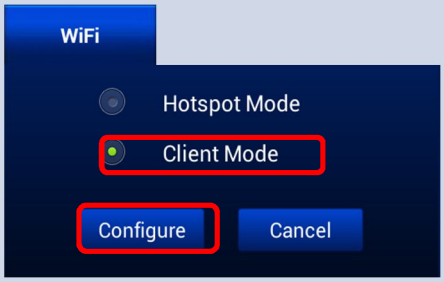
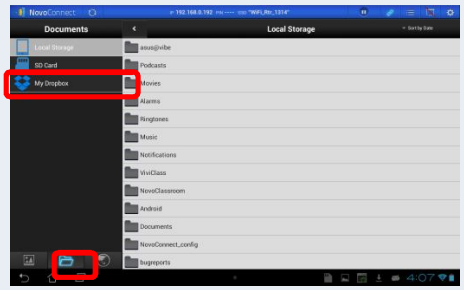
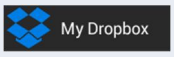
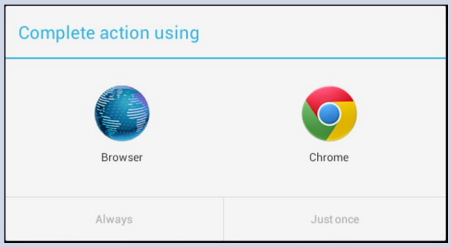
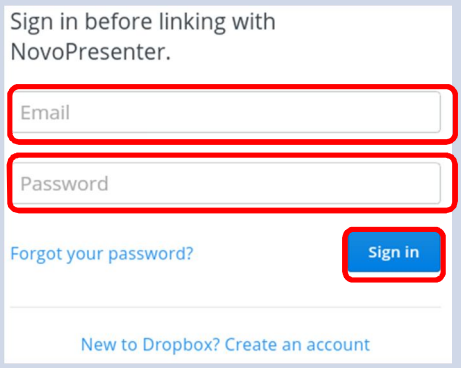
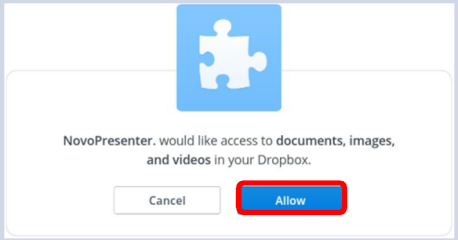
3.3.2.3 Presenting a document (with Dropbox)

To present with documents residing in Dropbox, please follow steps listed in the table below.

(Note: *For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	**Set Your B360 to Client Mode:** Set your B360's Wi-Fi mode to **Client Mode** and connect to a router with Internet access. Please refer to the *Remote Viewer* chapter for more details.
	**Select Dropbox as the document source:** Tap the folder tab . It will light up blue. Tap the  tab.
	**First time using Dropbox in *NovoPresenter*:** Upon first use of the *NovoPresenter* Dropbox feature, a link between *NovoPresenter* and your Dropbox account will need to be established. Choose a Web browser to access the Dropbox link page.
	Enter your Dropbox *Email* and *Password*, and then tap the **Sign In** button.
	Tap the **Allow** button to permit *NovoPresenter* to access your Dropbox documents. You will then be redirected back to *NovoPresenter*. Note: If your Android tablet is disconnected from your B360 during the Dropbox setup, simply reconnect to your B360 using the procedures in "*Step 2: Connect to your B360 device*".

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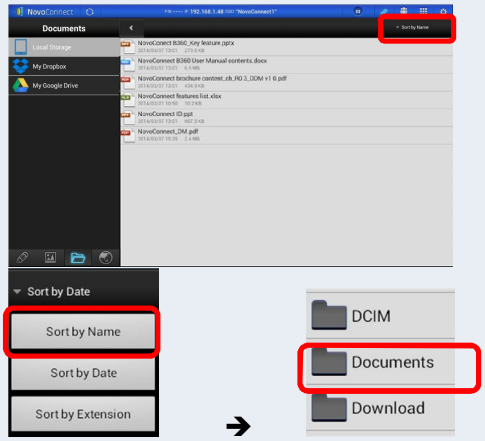


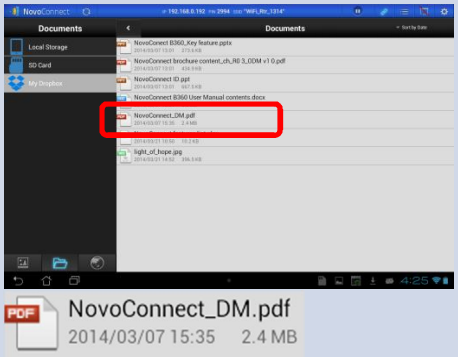
Navigation:

If you wish to sort the list into a desired order, tap the drop-down menu **Sort by…**, then select one of the following options:

- Sort by Name
- Sort by Date (default)
- Sort by Extension

Example: Tap the **Sort by…** drop-down menu. Tap the option *Sort by Name*, and then tap the *Documents* folder.

Note: You can tap the tab or the back key at any time to return to the previous folder. You can also tap the Dropbox tab at any time to refresh the Dropbox list.

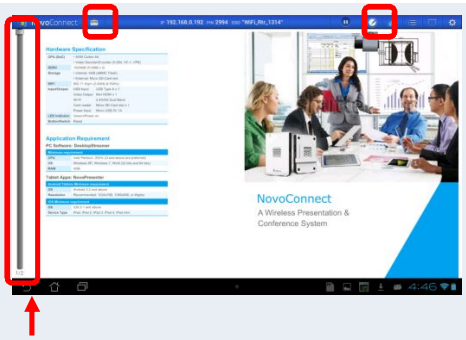


Document list:

Once you locate the desired document, you can open and present the document page by page on the Dropbox Web site without downloading the document to your Android tablet.

Example: Tap the document “NovoConnect_DM.pdf”.

Note: You can tap the tab or the back key at any time to return to the previous folder.



Scroll Bar

Document presentation:

The selected document (the PDF in this example) will be displayed in full screen. If your presentation is paused, tap the button to resume the presentation. You can zoom in on the document by sliding two fingers apart, or you can zoom out of the document by sliding two fingers toward each other.

To scroll down or move to the next page, slide your finger up or drag the scroll bar down. To scroll up or move to the previous page, slide your finger down or drag the scroll bar up.

To return to the *Document List* page, tap the tab. To use the on-screen annotation tools, tap the tab.

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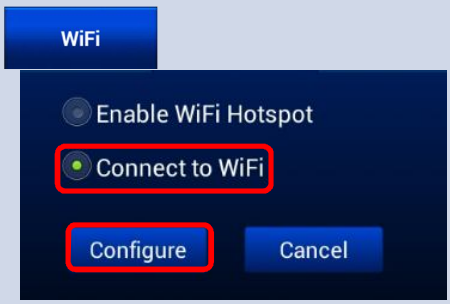
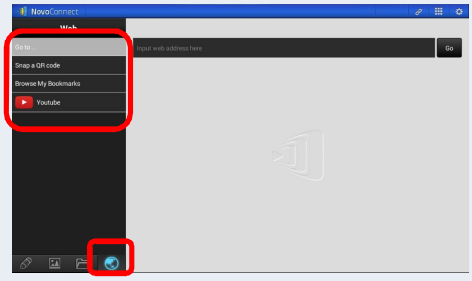
	Unlink device from Dropbox or Google Drive: If you need to unlink the *NovoPresenter* app from your Dropbox **& Google Drive** account, tap the tab and tap **Unlink device from Dropbox** or **Unlink device from Google Drive**. When the "*Are you sure?*" confirmation dialog box appears, tap **Yes** to proceed.

3.3.2.4 Presenting a document (with a browser)

(Note: *For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	**Set Your B360 to Client Mode:** Set your B360's Wi-Fi mode to WiFi **Mode** and connect to a router with Internet access. Please refer to the *Remote Viewer* chapter for more details.
	**Start browsing for a Web page:** Tap the Internet tab . It will light up blue. Select one of the three options to access a Web page: - Go to… (enter URL address [default]) - Snap a QR code - Browse My Bookmarks (Web site bookmarks)

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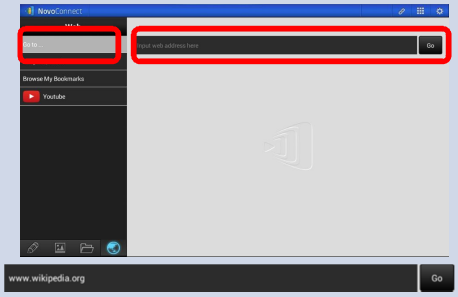
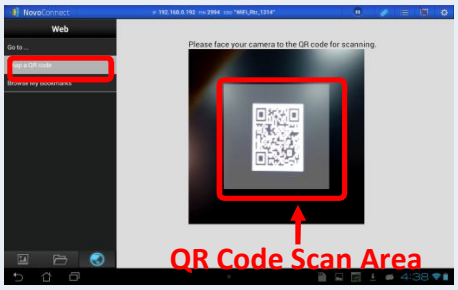
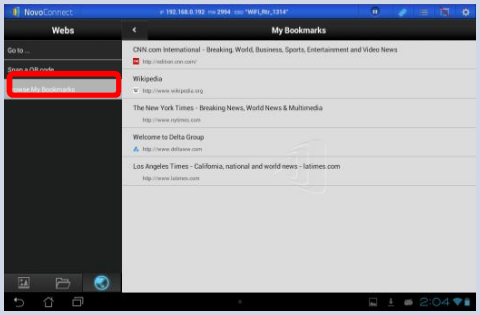


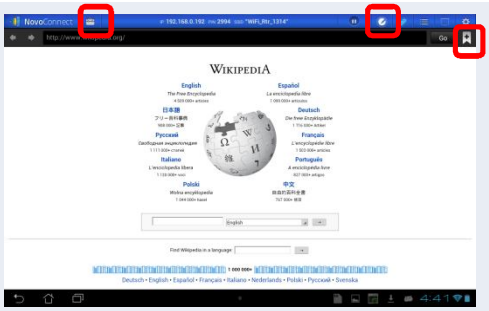
Go to …:
Tap the **Go to …** tab.
Enter the Web page URL and tap **Go**.
Example: Enter the URL www.wikipedia.org and tap **Go**.



Snap a QR code:
Tap the **Snap a QR code** tab.
Aim your tablet's camera at a QR code containing Web page information. *NovoPresenter* will detect the embedded URL and go to the corresponding Web page.



Browse My Bookmarks:
Tab the **Browse My Bookmarks** tab.
From the bookmark list, tap a bookmark of interest to go to its corresponding Web page.
Touch and hold a bookmark for two seconds to edit or delete that bookmark.
Note: The bookmark list may initially be empty. You can add a Web page to the bookmark list while browsing the Web by tapping the tab.



Web page presentation:
The selected Web page will be displayed in full-screen. You can zoom in on the Web page by sliding two fingers apart, or you can zoom out on the Web page by sliding two fingers toward each other.
To scroll down or move to the next page, slide your finger up. To scroll up or move to the previous page, slide your finger down.
To add a Web page to the bookmark list, tap the tab.
To return to **Browse My Bookmarks**, tap the tab. To use the on-screen annotation tools, tap the tab.

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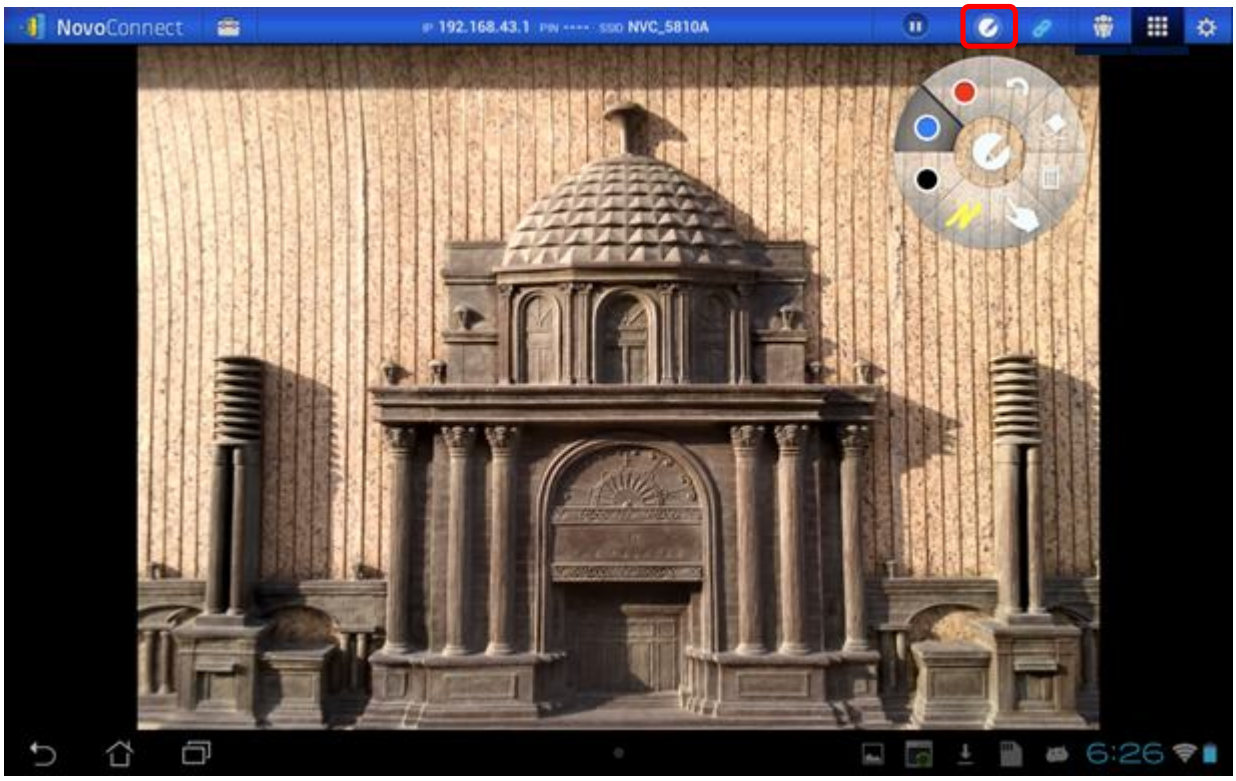
3.3.2.5 Annotation

Sometimes you may want to write, highlight, or mark portions of your presentation materials directly on the tablet screen. *NovoPresenter* provides an on screen annotation tool for the presenter to annotate directly on the presentation material without changing the original. You can enable the annotation tool by toggling the tab on, as shown in the screen sample below.



Function	Description
	Touch the tab to enable the annotation tool. Annotate with a red marker Annotate with a blue marker Annotate with a black marker Annotate with a yellow transparent marker Change from annotation (writing) mode to touch panel (operation) mode Trash can Eraser Undo

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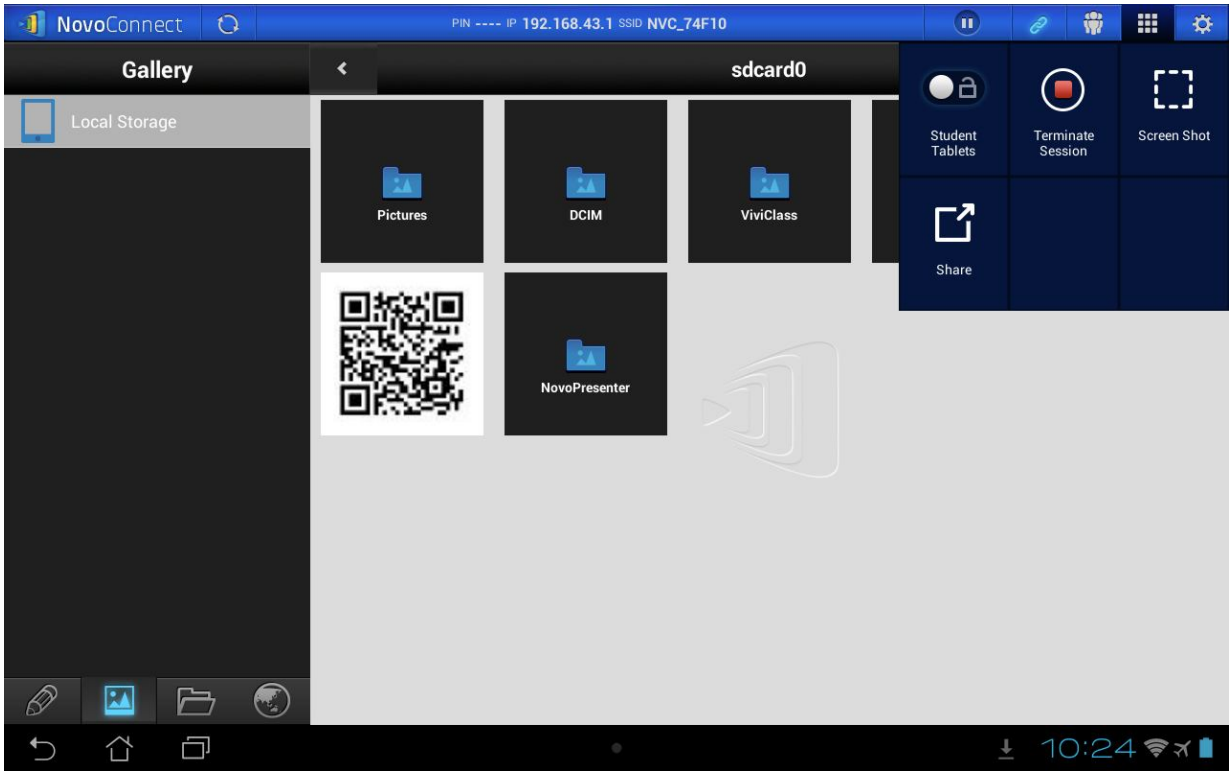
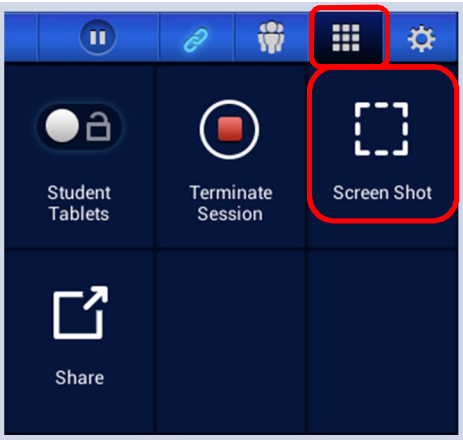
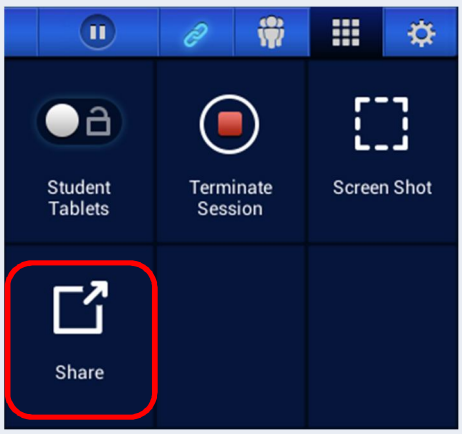
3.3.2.6 Screenshot and share

This feature allows users to take screenshots of their display and share them with other users.



Function	Description
	**To take a screenshot:** Tap the tab and tap the **Screen Shot** area. A link will be displayed for the location of the saved screenshot.
	**To share a screenshot:** After taking a screenshot tap the **Share** button, an associated email app will launch to share the screenshot.

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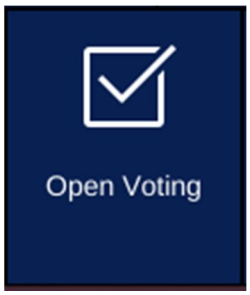
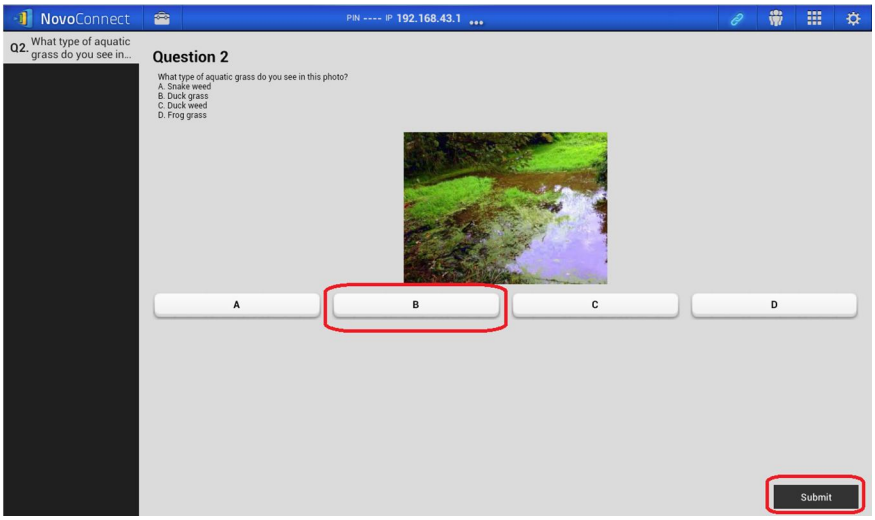
3.3.2.7 Answering questions in Voting

Voting allows Android users to respond to a teacher or moderator submitted questions.

1. Open Voting by selecting it from the Tools tab.



2. No question will appear until the moderator or teacher sends a question.
3. Once a question is sent, it will appear on the participant's screen. Select the correct answer and then the "Submit" button. If the question is open-ended, you can select an image file (.png format) from your device to submit as your answer.



4. You will receive a confirmation message when your answer has been sent successfully.

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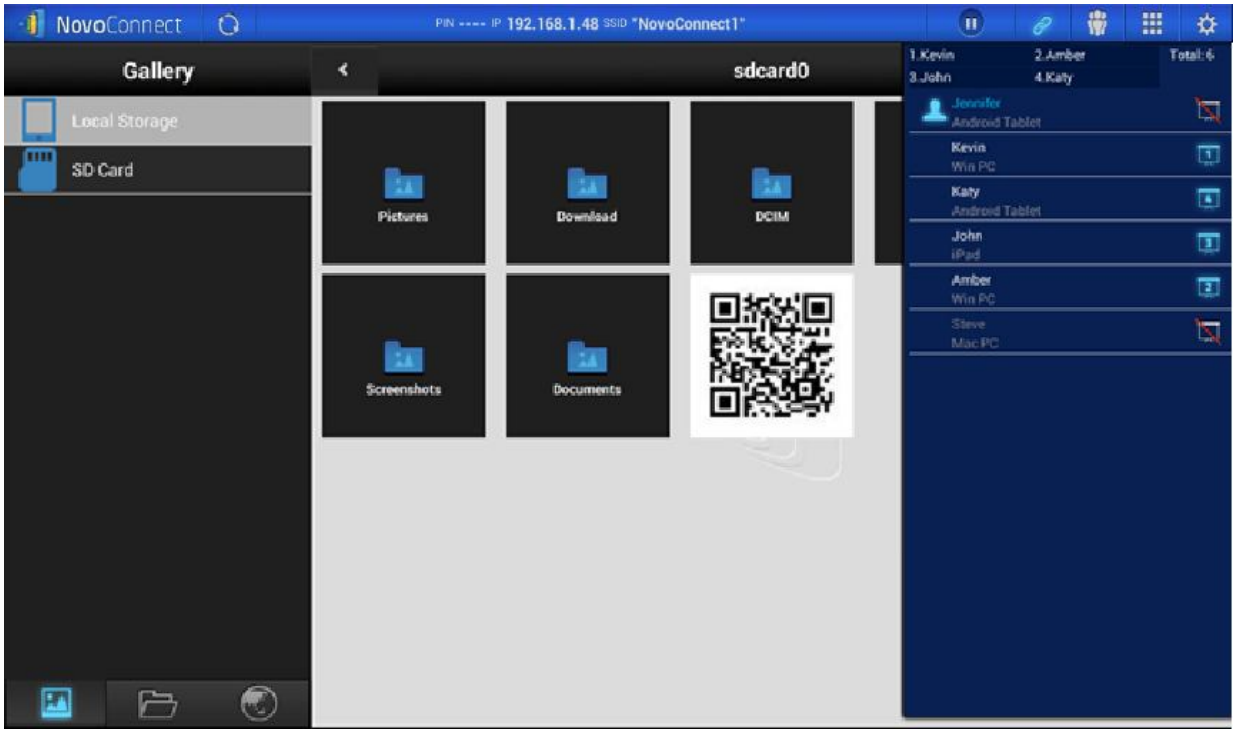
3.3.3 Step 3: Presentation management

Once you are done starting/joining a presentation group, you are ready to make a presentation and collaborate with other *participants*. A sample screen view is provided below.



3.3.3.1 Set Moderator Mode (*Corporate Edition* only)

The moderator can manage presentations or make a presentation in the split screen.

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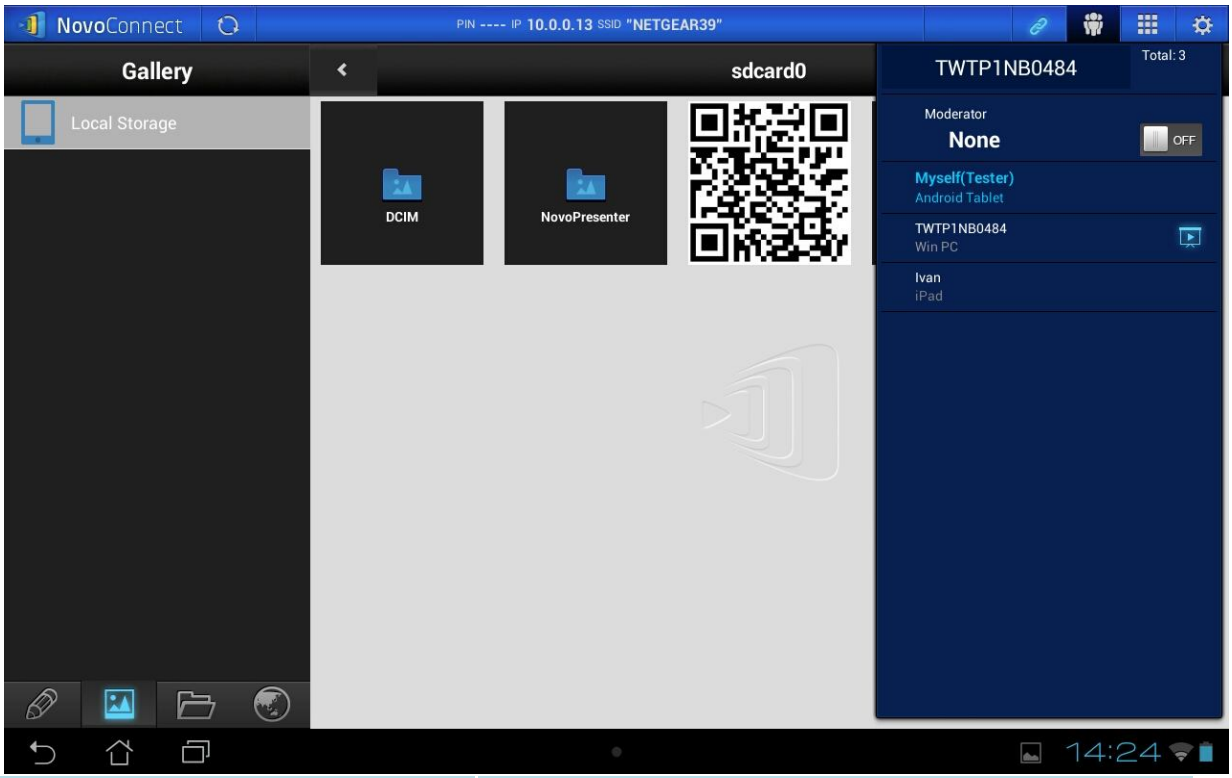
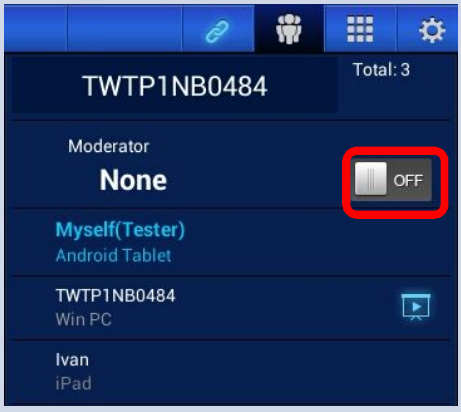


Function	Description
	**Set the moderator mode:** Tap the tab and tap the **Moderator On/Off** switch to set the moderator mode. OFF: The moderator mode is off. ON: The moderator mode is on.

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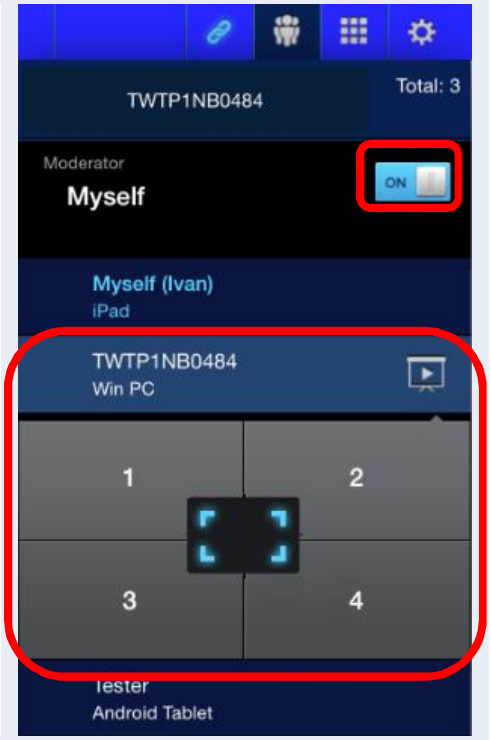
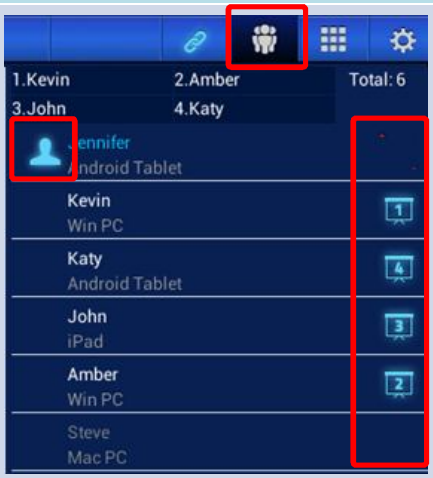
	**Manage presentations or make a presentation:** The moderator now has the authority to manage presentations or make a presentation in split screen.

3.3.3.2 Role assignment

There are three roles in a presentation group: the *host*, the *presenter*, and the *participant*. The first person to start the presentation group with a B360 is assigned the *host* role. Subsequent joiners are assigned the *participant* role. The *host* is defaulted to assume the *presenter* role until he hands over the *presenter* role to another *participant*.

To view all current *participants* who have joined the presentation group, tap the tab.

(Note: *For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	Select the tab to show *participant* list. indicates the current *host*. indicates the current *presenter*. indicates the current *presenter* that is presenting in the indicated split-screen box number (#1-4). The example here shows a *presenter* that is presenting in Box #1. *Example: There are six *participants* in the presentation group – two with Android tablets, two with Windows PCs, one with an iPad, and one with a Mac PC. Jennifer is the host who has automatically denied screen preview. Steve is a participant who has denied screen preview. Kevin, Amber, John, and Katy are *presenters* currently presenting in boxes #1-4 of the four-way split screen, which will be explained in detail later.

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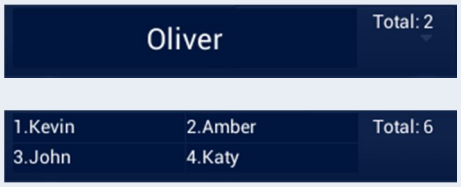
	*: *For Education Edition* all participants will automatically allow screen preview.
	The names on this box indicate the current *presenters* and the total number of current *participants*. Example 1: Oliver is the only *presenter*, and there are currently 2 *participants*. Example 2: Kevin, Amber, John, and Katy are the four *presenters*, and there are currently 6 *participants*.

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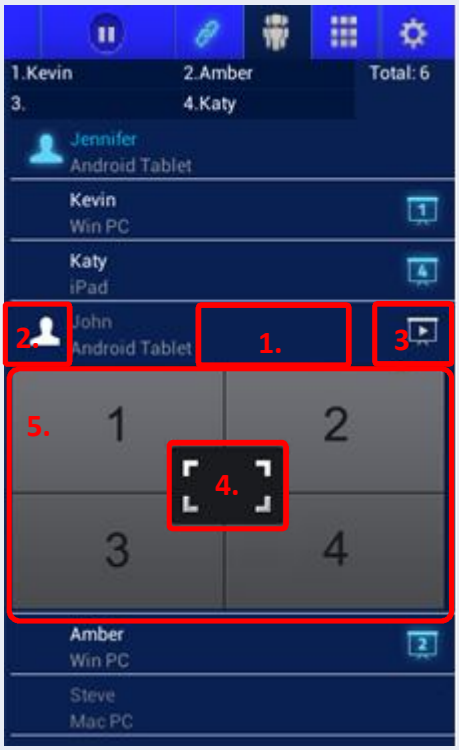
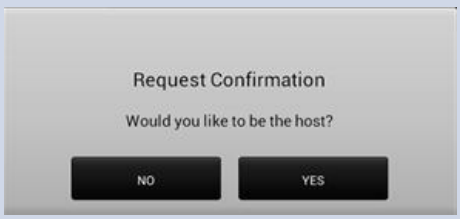
3.3.3.3 Role change, screen preview, and four-way split screen

(*For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	To perform a role change: First select the tab to show the *participant* list.
	1. Highlight *participant* John by tapping the middle part of the entry of John once or twice until both the and the icons appear. 2. Tap John's icon to hand over the *host* role to him. 3. If the split screen selection area is not yet present, tap the icon to bring up the split screen selection area. 4. Tap the icon of the split screen selection area to request that John be the sole *presenter*. 5. Tap one of the four boxes (#1-4) in the split screen selection area to assign John to perform a presentation on one of the four boxes of the four-way split screen.
	When a *participant* is asked to be a *host* or a *presenter*, a dialog box will appear on the *participant*'s screen to request confirmation. The *participant* has 20+ seconds to tap the **Yes** button to accept the new role or tap the **No** button to reject.

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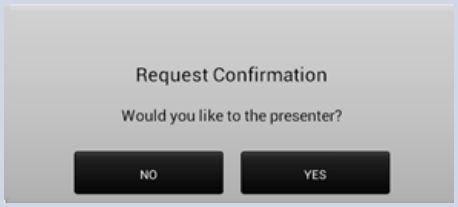
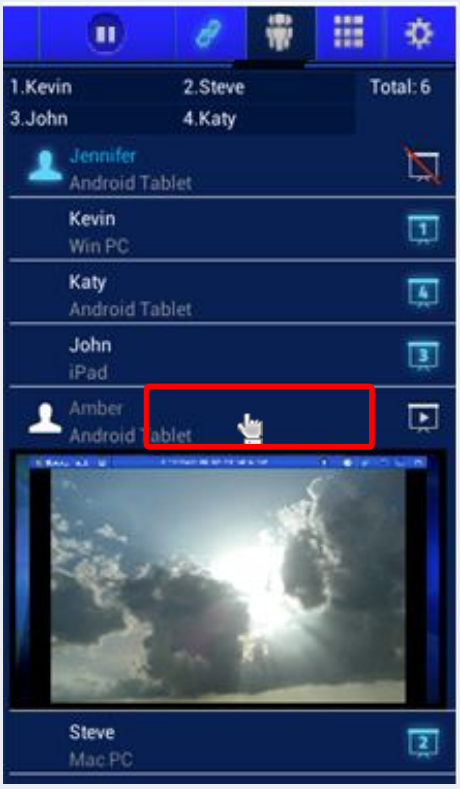


To perform screen preview: (Education Edition only)

Tap the tab to show the *participant* list.

For *Education Edition*, all *participants* will automatically allow screen preview.



To preview a *participant*'s screen, tap the middle part of an entry once or twice to bring up both the and the icons. Wait a few seconds for the screen to be sampled and displayed. In this example, Amber's Android tablet is selected to be previewed.

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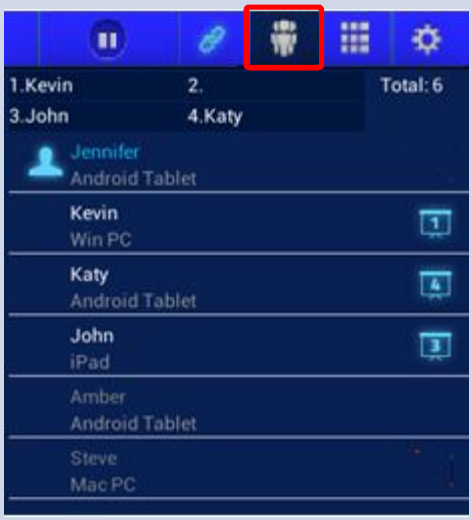
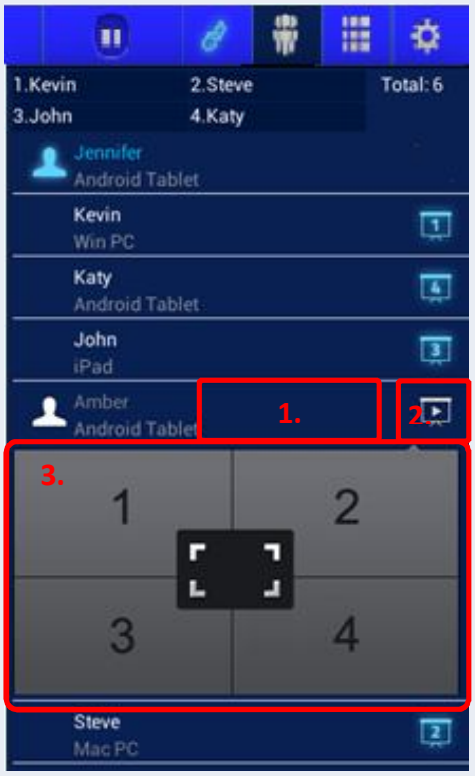


To perform a four-way split screen presentation:

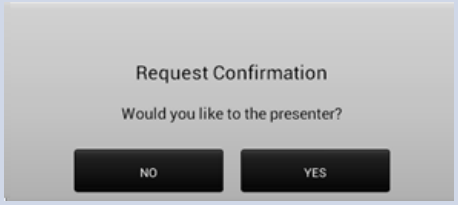
Tap the tab to show the *participant* list.

Select a *participant* to make a presentation.
In this example, Amber is selected.



Four-way split screen presentation:

1. Tap Amber's entry once or twice until both the and the icons appear.
2. If the split screen selection area is not yet visible, touch the icon to bring up the split screen selection area.
3. Tap one of the four boxes (#1-4) in the split screen selection area to assign Amber to perform a presentation on one of the four boxes of the four-way split screen.



Amber will receive a request to perform a presentation in one of the four boxes of the four-way split screen.
After Amber accepts (within 20+ seconds) the request by tapping the **Yes** button, Amber's screen will appear on one of the four boxes of the four-way split screen.

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3.3.3.4 Pause, resume, and disconnect

(*For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	To Pause a presentation: Tap the tab to enter the presentation control page.
	Pausing and resuming a presentation: While presenting, toggle between and to pause and resume the presentation respectively.
	To Disconnect from a presentation group: 1. Tap the tab to enter the presentation control page. 2. Tap the Disconnect button to exit the presentation group. If the *host* exited the presentation session without handing over the *host* role, all *participants* will receive a message prompting them to take over the *host* role. The first to respond to the prompt will assume the role of the *host*.

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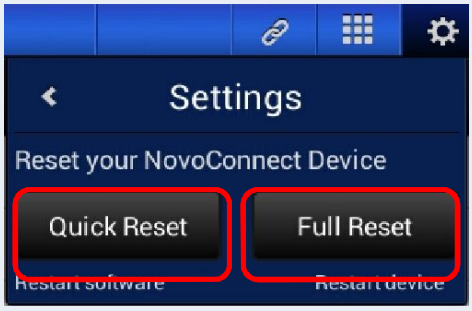
3.3.3.5 Reset and rename local device

Occasionally you may encounter problems with the network or the computer, causing the presentation group to malfunction on your B360. One way to resolve this problem is to reset the presentation group.

Function	Description
	To perform a Reset: First tap the tab and tap the arrow of **Device's Reset**.
	**Resetting:** Tap **Quick Reset** to start a presentation group. Tap the **Full Reset** button to reset the NovoConnect B360 device. The B360 device will restart automatically. Conflicts may occur when multiple *participants* simultaneously attempt to reset the presentation group or the B360. The reset privilege priorities are as follows: 1. *Host*: The *host* has the sole privilege to quick-reset the presentation group or the B360 device when the *host* stays connected to the B360. 2. *Presenter*: If the *host* loses connection with the B360, the current *presenter* inherits the privilege to quick-reset the B360. 3. *Participant*: If the *host* and the *presenter* both lose connection with the B360, any *participant* can quick-reset the presentation group.

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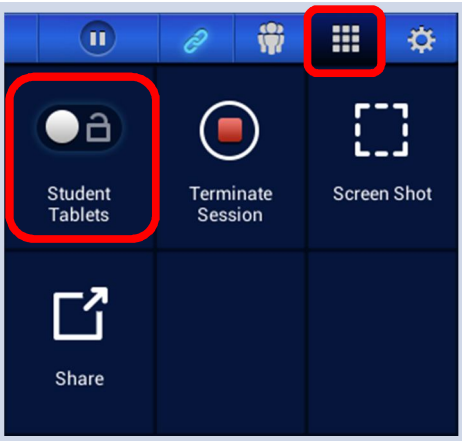
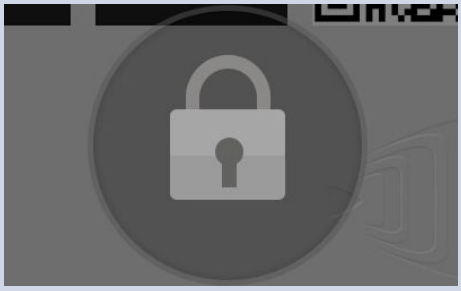
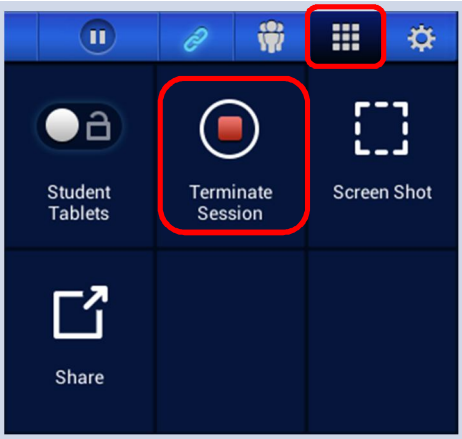
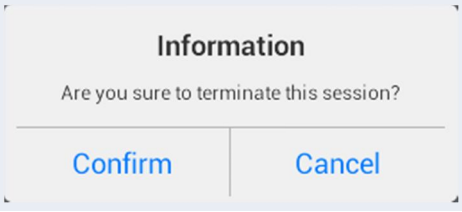
3.3.3.6 Lock/unlock Students' Tablets (*Education Edition* only)

This feature for PCs and tablets allows teachers to lock down student tablets. This feature is only available in the *Education Edition.*

Function	Description
	**To lock/unlock students' tablets:** Click the tab to bring up the toolbar page, then click **Student Tablets** to lock or unlock the students' tablets. : Student tablets are unlocked. : Student tablets are locked.
	**Student tablets locked:** A lock icon will pop up on the students' tablets to show that the screen has been locked.

3.3.3.7 Terminate Session (*Education Edition* only)

Here you can disconnect all devices with the touch of one button.

Function	Description
	**To terminate the session:** Tap the tab and tap **Terminate Session**.
	**Confirmation:** Click **Yes** to terminate the session. All devices will be disconnected.

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3.4 Presenting with Android Phone

The Android Phone version of the *NovoPresenter* app (pictured in the image below) enables an Android Phone device to connect to the B360 and make a presentation.

Launch Presentation Application

Launch the *NovoPresenter* application by selecting the *NovoPresenter* app icon on your Android phone. The *NovoPresenter* app will be launched.

To make a presentation, follow the steps below:
Step 1: Connect to your B360 device
Step 2: Make a presentation
Step 3: Manage the presentation

3.4.1 Step 1: Connect to your B360 Device

There are two ways to connect to your B360 device:

3. Connect to your B360 device automatically via QR Code.
4. Connect to your B360 device manually.

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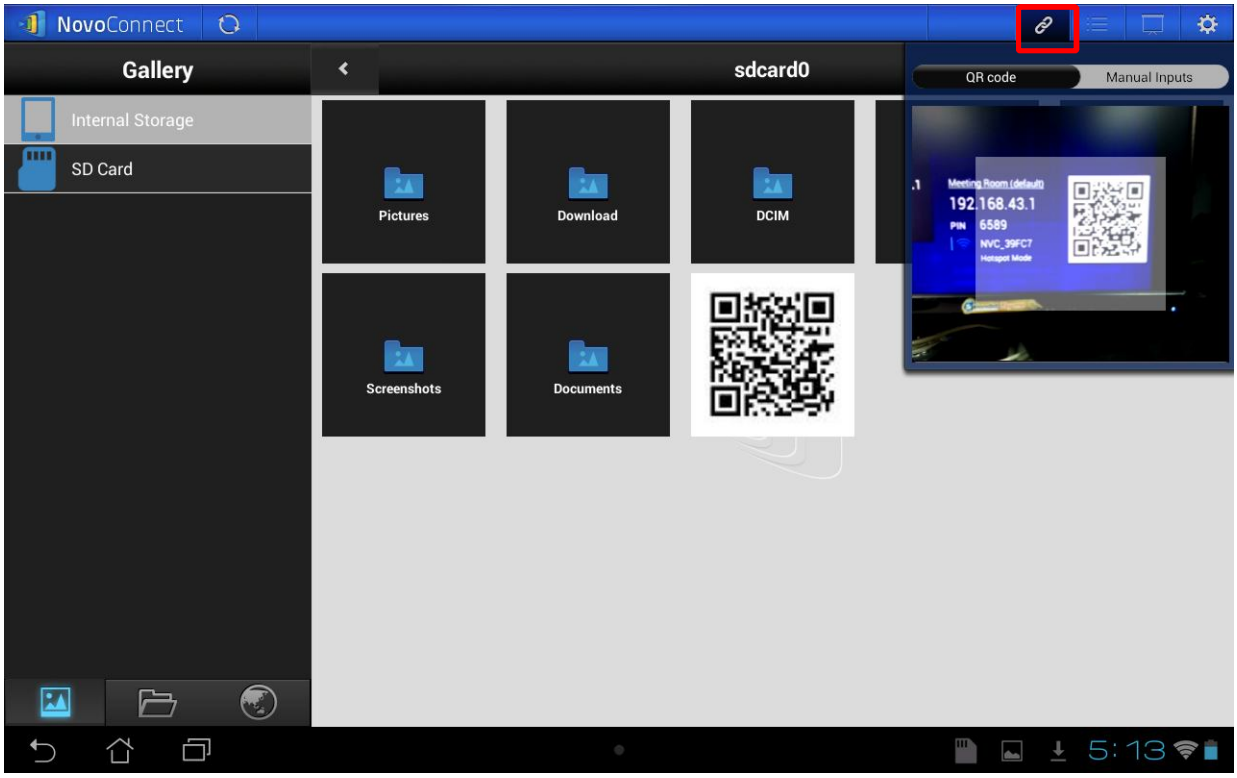
3.4.1.1 Connect to your B360 device automatically via QR Code

This is the default B360 connection option which allows you to connect to your B360 automatically without any manual configurations. After launching the *NovoPresenter* app, tap the tab (as seen in the screenshot below) and access the connection options.



(Note: *For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	Connect to the B360 automatically via QR Code: The **QR code / Manual inputs** switch will be in the **QR code** position by default (if not, just tap the switch once). Aim your phone's camera at the QR code containing login information, which can be found on your B360 home screen or on the screen of the device connected to your B360. Under normal circumstances, *NovoPresenter* will automatically login to your B360. Should automatic login fail, follow the manual configuration option in the section 3.3.1.2 Connect to your B360 device manually.

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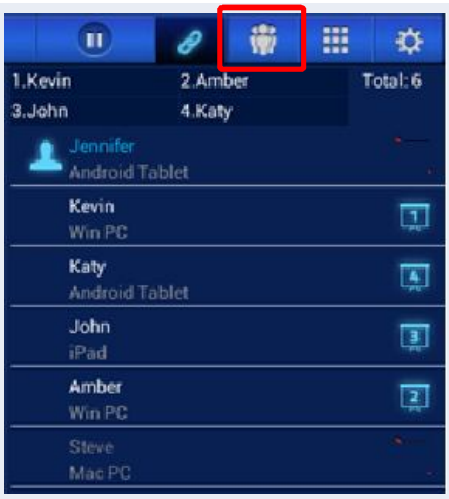
Confirm Connection:
After your *NovoPresenter* app on your Android phone is connected successfully to your B360, you will see the connection tab light up blue .
If you are the first *participant*, you will see that your Android phone's on-screen display is wirelessly mirrored on your projector or TV. You can slide the PIN requirement switch to **OFF** or **ON** to disable or enable usage of a PIN code.



View participants list:
You can tap the tab to see the current *participant* list.
Example: There are a total of six *participants* in the presentation group. Jennifer the *host*. However, she is not making a presentation at the moment. She has assigned Kevin, Amber, John, and Katy to be the four *presenters*.

Allow other users to connect to the B360 automatically via QR Code:

3. For the first *participant*, *NovoPresenter* automatically generates a QR code on your Android device's home directory (which is mirrored on your projector or TV) to allow other subsequent users to connect to your B360 automatically. Subsequent users can follow the steps described above to scan the QR code and connect automatically to your B360. Upon starting the *NovoPresenter*, you should be able to find the QR code image being displayed.
4. a) After making a connection with your B360, you can also display a larger QR code for others to login by tapping the session information tab.
   b) A larger QR code with session information will be displayed. Click **Ok** when done.

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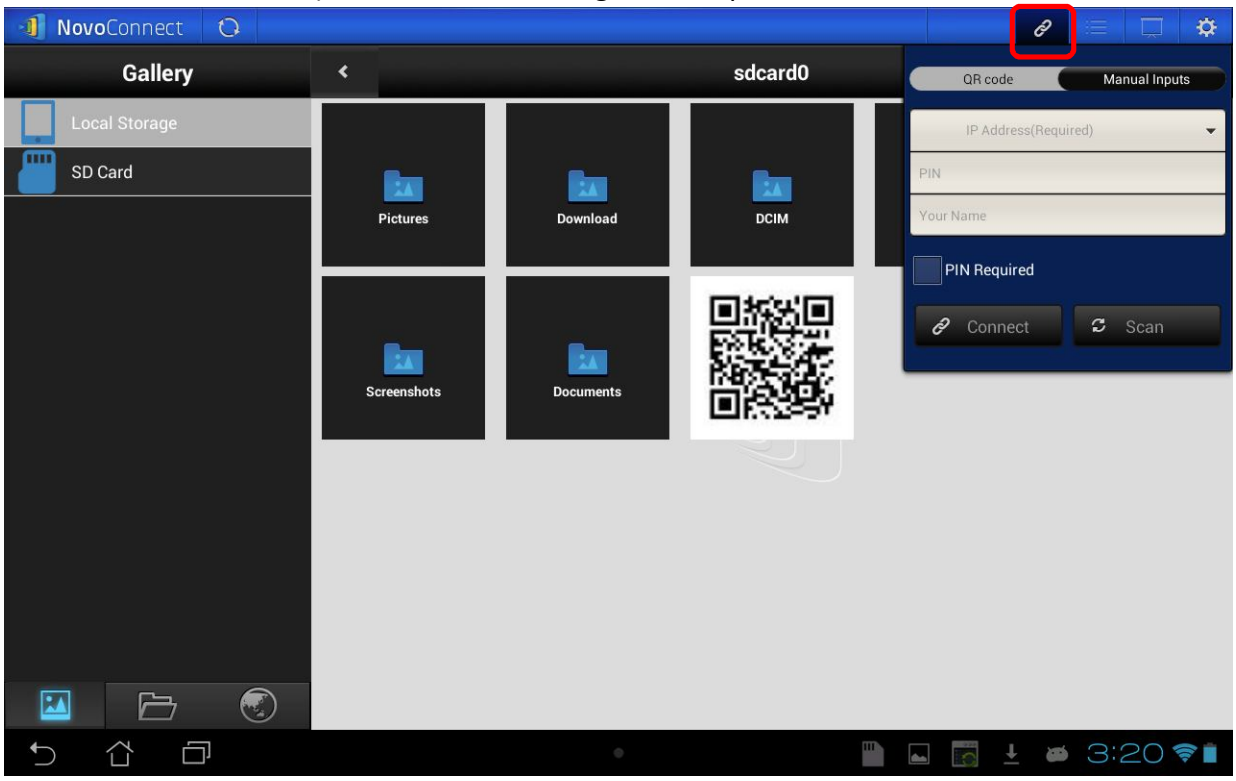
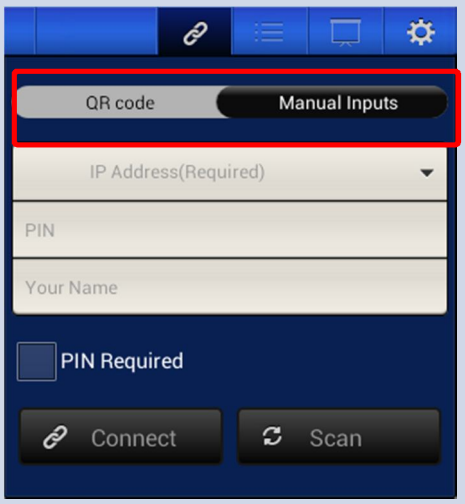
3.4.1.2 Connect to your B360 device manually

If you need to configure login information manually before connecting to your B360, this is the preferred connection option. After launching the *NovoPresenter* app, tap the tab (as seen in the screenshot below) and access the configuration options.



(Note: *For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	**Manual configuration option:** Toggle **the QR code / Manual Inputs** switch to the **Manual Inputs** position.

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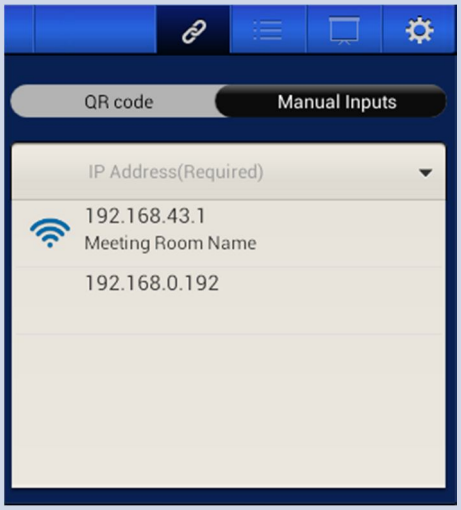
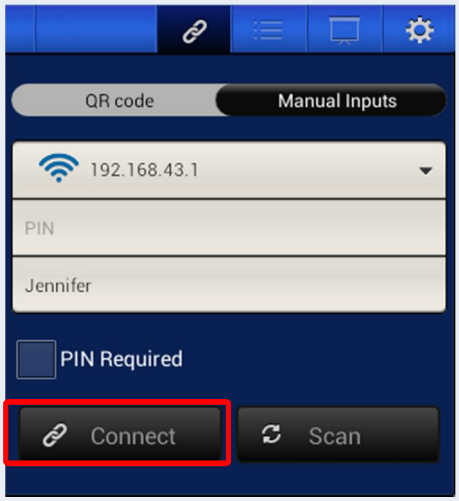


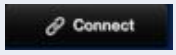
IP address:
Manually enter the IP address shown on your NovoConnect home screen here, or select an entry from the drop-down menu that matches the IP address shown on your NovoConnect home screen.
You can tap the **Scan** button to scan the IP addresses of all available B360s within the same subnet. Select the drop-down menu to see the available B360s within your area.
Example: 192.168.43.1.

PIN:
If a PIN code is required to connect to the B360, check the **PIN Required** box and enter the PIN shown on the NovoConnect home screen. If a PIN code is not required, uncheck the **PIN Required** check box.

Your Name:
(Optional) Manually enter a name for this phone to be identified in the presentation group among other *participants*.
Example: Jennifer.
(Note: If a name is not entered in this field, the default name for your device will be used.)



Make connection:

Tap the 

button. If you are the first *participant*, this will start a presentation group on your B360. If you are not the first *participant*, you will be joining a presentation group.

Confirm connection:
After your *NovoPresenter* app on your Android phone is connected successfully to your B360, you will see the connection tab light up blue .
If you are the first *participant*, you will see that your Android phone's on-screen display is wirelessly mirrored on your projector or TV. You can slide the PIN requirement switch to **OFF** or **ON** to disable or enable usage of a PIN code.

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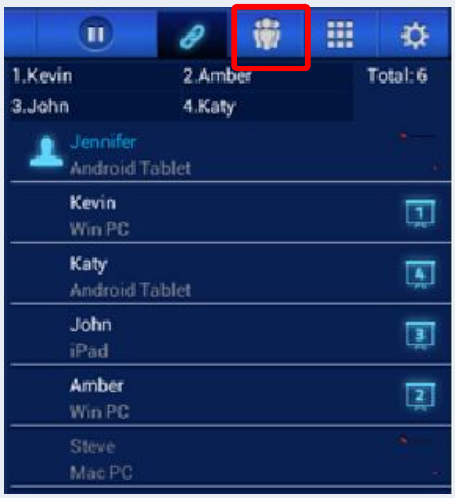


View participants list:

You can tap the tab to see the current *participant* list. Example: There are a total of six *participants* in the presentation group. Jennifer the *host*. However, she is not making a presentation at the moment. She has assigned Kevin, Amber, John, and Katy to be the four *presenters*.

3.4.2 Step 2: Make a presentation

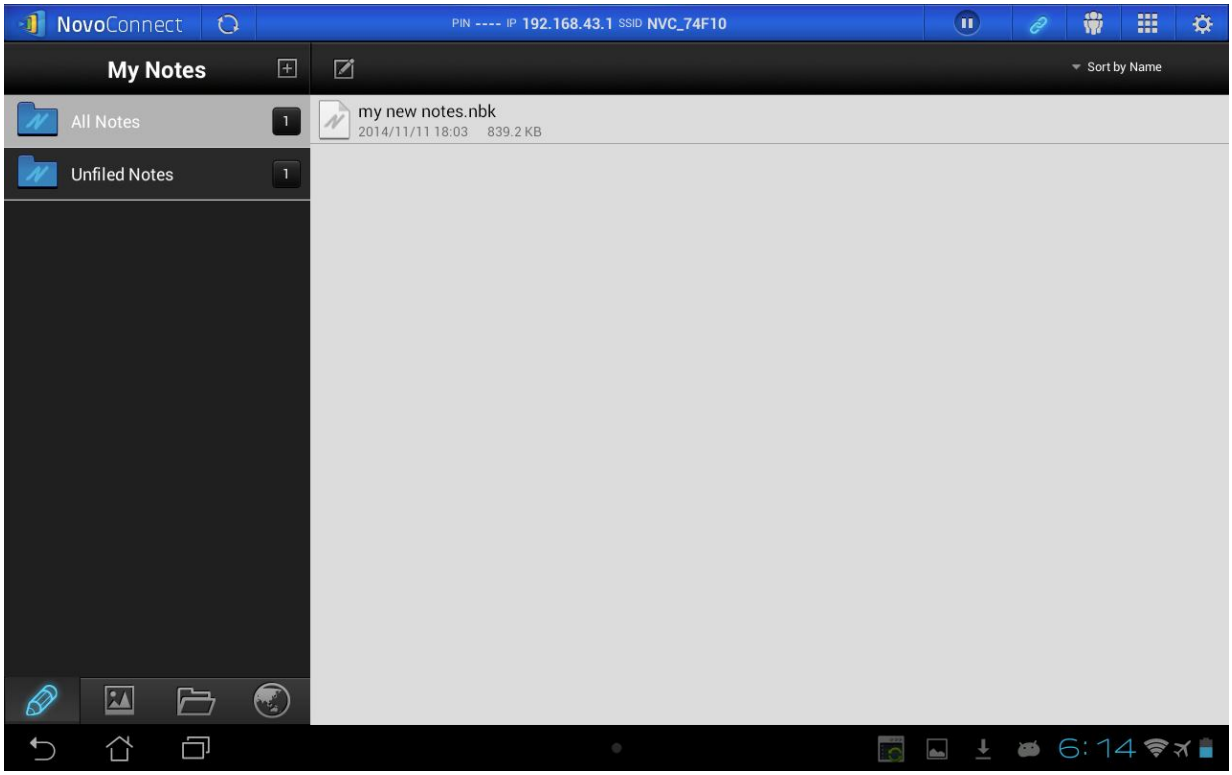
Once you have started or joined a presentation group, you can make a presentation with the contents stored on your phone, local network, or the Internet. There are three tabs in the lower left corner of the *NovoPresenter* home screen:

: Tap this tab to present an image stored on your phone.

: Tap this tab to present a document stored on your phone.

: Tap this tab to present a Web page.

3.4.2.1 My Note *(Education Edition* only)



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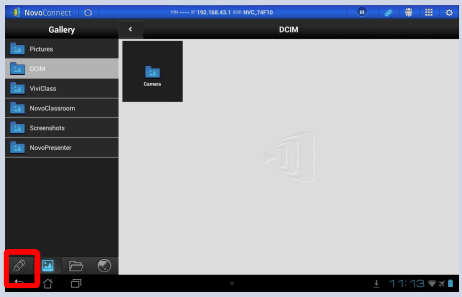
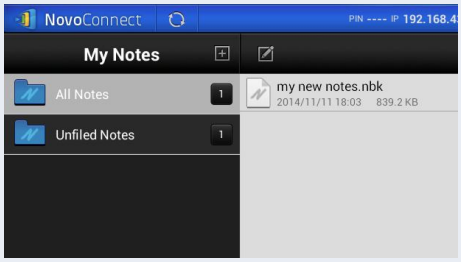
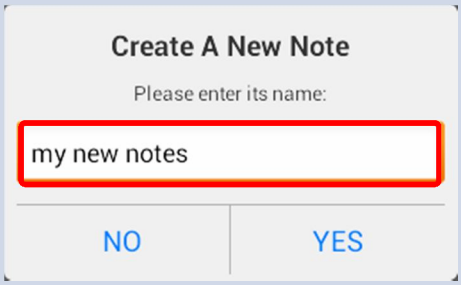
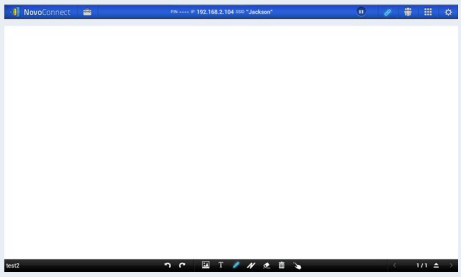
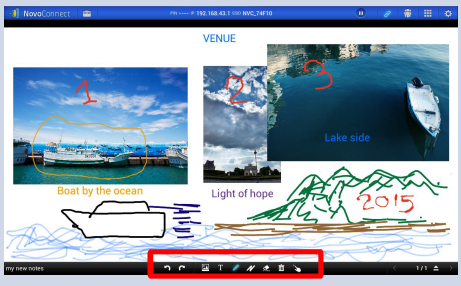
This NovoPresenter feature is a virtual whiteboard that allows phone users to create, manage and display notes in a NovoConnect session.

Function	Description
	**Launch My Note:** Tap on the lower left corner of the screen.
	**Create a new note presentation:** Tap on the top of the screen.
	**Enter your note name:** Type a name for your note in the “Create a New Note” dialog box and tap “YES”.
	**Start making a note:** Your blank note will now open on your screen.
	**Use the note tools:** The note tools are located on the bottom of the screen. Tap an icon for the desired function. : Insert a picture stored on your Android phone. : Type texts onto the screen. You can reposition your text by dragging it across your screen with your finger. : Make a drawing on the screen. : Mark or highlight something on screen. : Erase texts, drawings, or highlights. : Clear changes without saving. Note: This is one of the two trash can icons visible on the *My Notes* screen. The clear icon is on a solid black background in the lower middle of the screen.)

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: Move an image to another location. Tap this button and drag the image to its new position.

: Undo a change.

: Redo a change.

Add additional pages to My Notes presentation:
The page management tools are located in the add-page options pane on the right side of the screen.

: Open the add-page options pane.

: Close the add-page options pane.

: Add a new page.

: Select a page by tapping its thumbnail.

: Delete the selected page.

Note: This is one of two trash can icons visible on the My Notes screen. The delete page icon is on a dark grey background in the lower right side of the screen.

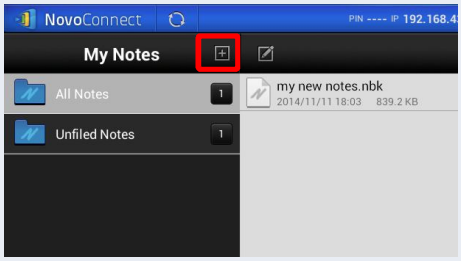
: Move the selected page up.

: Move the selected page down.

Close and save changes:

: (Android) Tap to close and save your changes to your note file.

: (iPad) Tap to close and save your changes to your note file.



Organize your notes with Subject folders:

: Tap this icon to add a new subject folder. When the "Add a Subject" dialog box appears, enter the name for the new subject folder.

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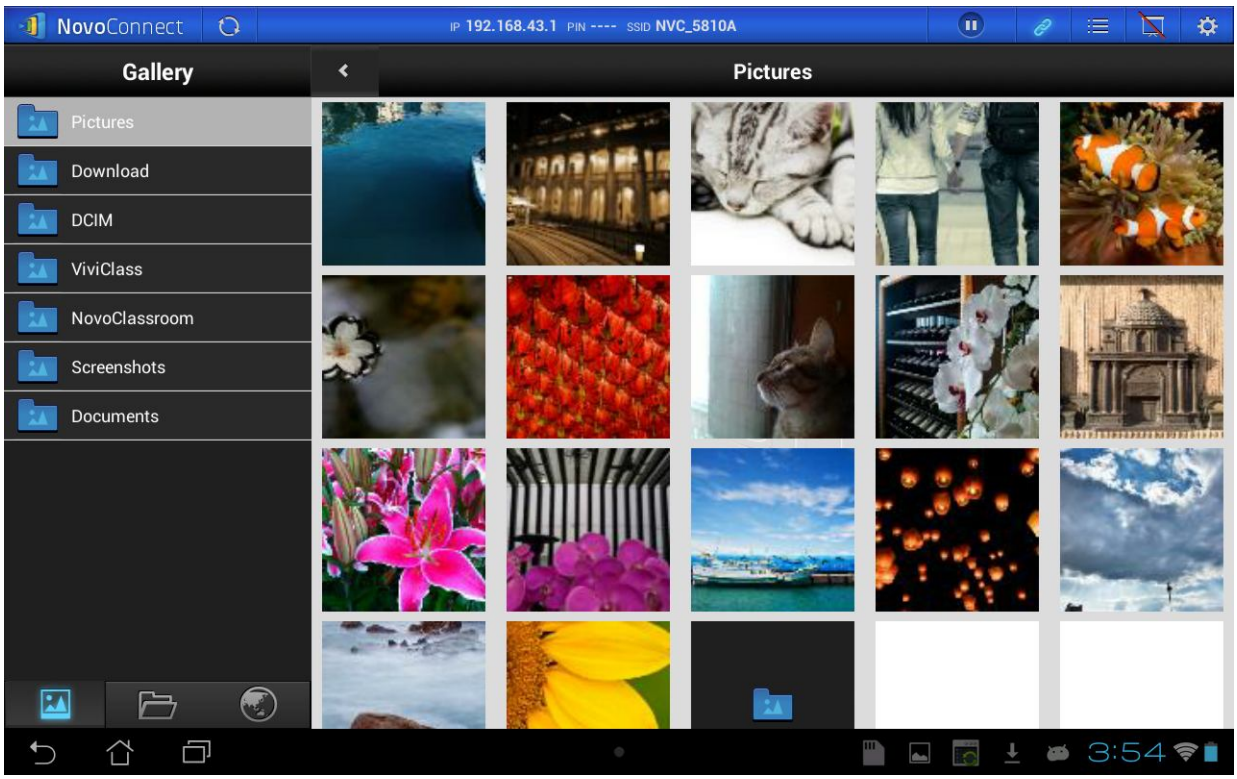
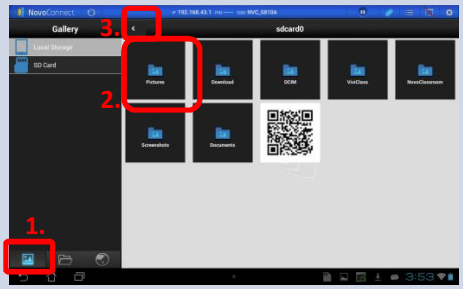
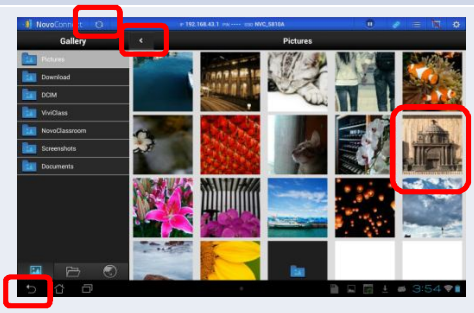
3.4.2.2 Presenting an image

One quick way to import presentation files onto an Android phone is to connect to a computer via USB cable. Drag and drop photos and documents onto the phone as you would with a USB storage device. A sample screen is provided below.



(Note: *For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	**Navigation:** 4. Tap the tab to access folders containing image files. It will light up blue. 5. Navigate to a folder by tapping the selected folder. 6. Tap the tab or the back key at any time to return to previous folder.
	**Image thumbnails:** You will see image thumbnails displayed once you navigate to a folder with images. You can select a thumbnail to view the full image. Example: Tap the ancient building image thumbnail. Note: Tap the tab or the back key at any time to return to the previous folder. Tap the tab at any time to refresh the screen.

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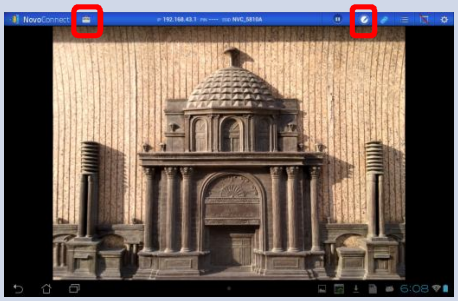


Image presentation:
The selected image will be displayed in full screen. You can zoom in on the image by sliding two fingers apart, or you can zoom out on the image by sliding two fingers toward each other.
If you have more than one image in the same folder, you can swipe your finger left or right on the screen to advance to the next or previous image.

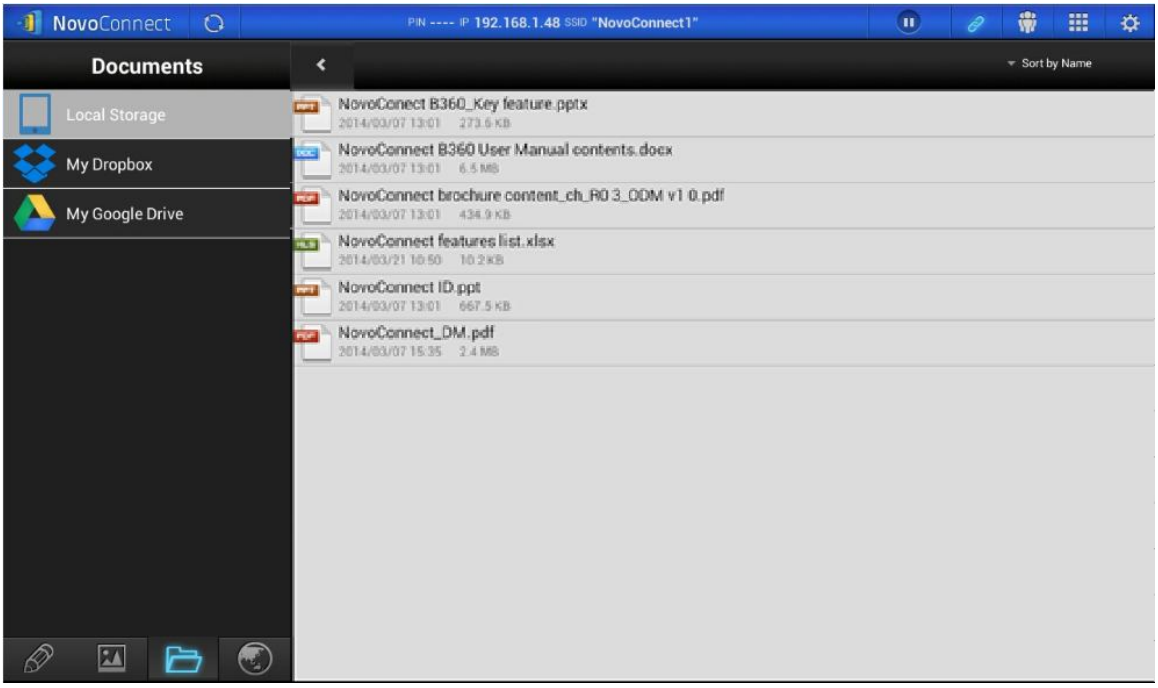
To return to the *Image Thumbnails* page, tap the tab.

To use the on-screen annotation tools, tap the tab.

Image presentation control:

4. Tap any image area to show/hide the image presentation control items.
5. Tap to rotate the image counterclockwise, or tap to rotate the image clockwise.
6. To quickly select another image for presentation, drag the image thumbnail bar up or down, and then tap the image you wish to select.

3.4.2.2 Presenting a document (local storage)



(Note: *For Education Edition* all participants will automatically allow screen preview.)

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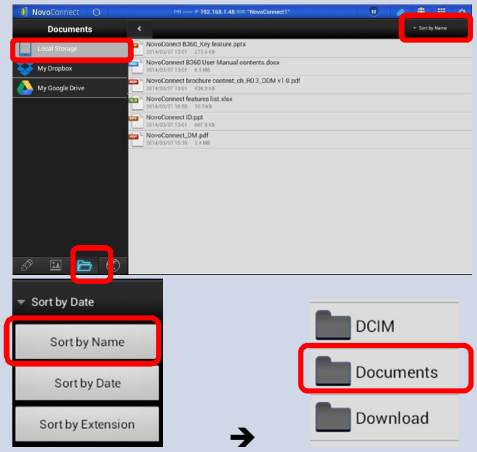
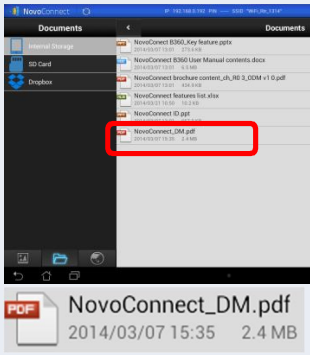
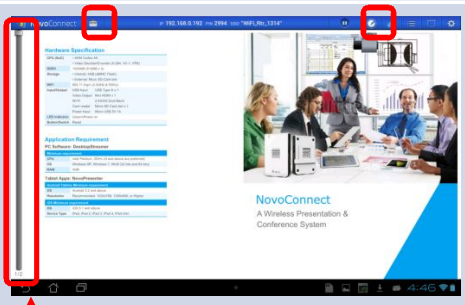
Function	Description
	**Navigation:** Tap the tab to access folders with supported document types. It will light up blue. Tap the Local Storage or SD Card tab (or any other tab of your storage device) and browse a folder containing documents. If you wish to sort the folder list into a desired order, tap the drop-down menu **Sort by…**, then select one of the following options: - Sort by Name - Sort by Date (default) - Sort by Extension Example: Tap the **Sort by…** drop-down menu. Tap the option *Sort by Name,* and then tap the *Documents* folder. Note: You can tap the tab or the back key at any time to return to the previous folder. Also, you can tap the tab at any time to refresh the screen.
	**Document list:** Once you enter a folder with documents supported by *NovoPresenter*, tap the desired document. Example: Tap the document “NovoConnect_DM.pdf”. Note: You can tap the tab or the back key at any time to return to the previous folder. Also, you can tap the tab at any time to refresh the screen contents.
	**Document presentation:** The selected document (a PDF, for example) will be displayed in full screen. You can zoom in on the document by sliding two fingers apart, or you can zoom out of the document by sliding two fingers toward each other. To scroll down or move to the next page, slide your finger up or drag the scroll bar down. To scroll up or move to the previous page, slide your finger down or drag the scroll bar up. To return to the *Document List* page, tap the tab. To use the on-screen annotation tools, tap the tab.

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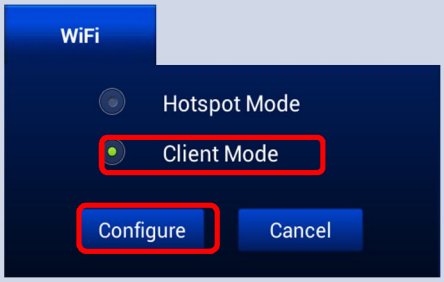
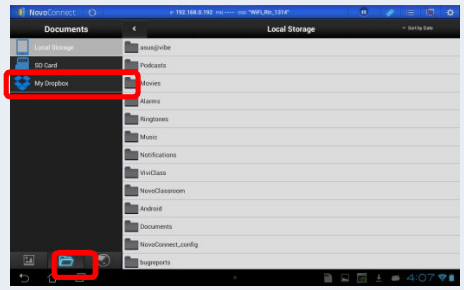
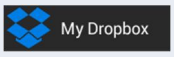
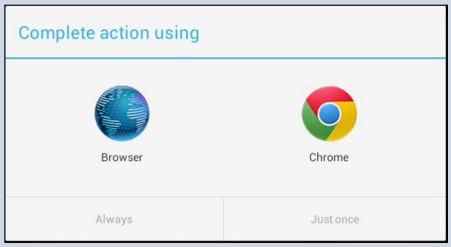
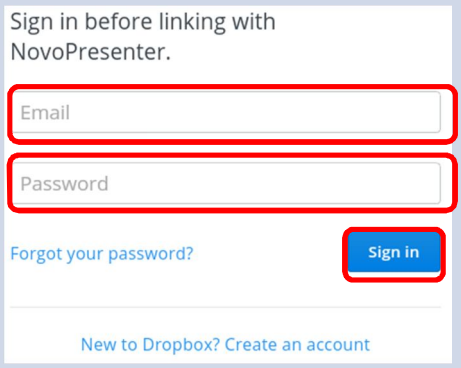
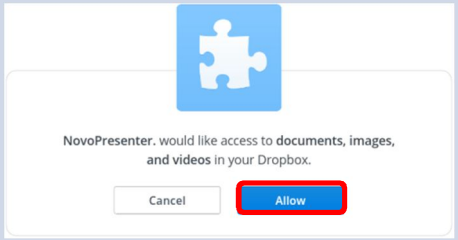
3.4.2.3 Presenting a document (with Dropbox)

To present with documents residing in Dropbox, please follow steps listed in the table below.

(Note: *For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	**Set Your B360 to Client Mode:** Set your B360's Wi-Fi mode to **Client Mode** and connect to a router with Internet access. Please refer to the *Remote Viewer* chapter for more details.
	**Select Dropbox as the document source:** Tap the folder tab . It will light up blue. Tap the  tab.
	**First time using Dropbox in *NovoPresenter*:** Upon first use of the *NovoPresenter* Dropbox feature, a link between *NovoPresenter* and your Dropbox account will need to be established. Choose a Web browser to access the Dropbox link page.
	Enter your Dropbox *Email* and *Password*, and then tap the **Sign In** button.
	Tap the **Allow** button to permit *NovoPresenter* to access your Dropbox documents. You will then be redirected back to *NovoPresenter*. Note: If your Android phone is disconnected from your B360 during the Dropbox setup, simply reconnect to your B360 using the procedures in "*Step 2: Connect to your B360 device*".

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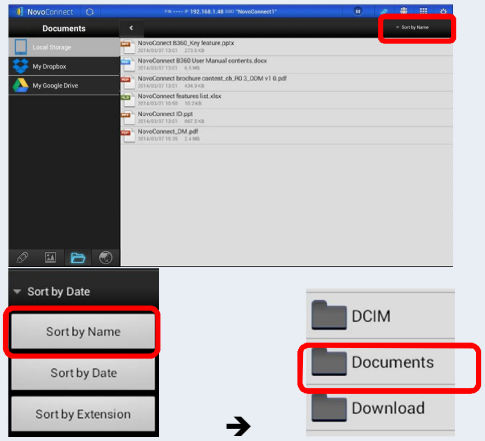


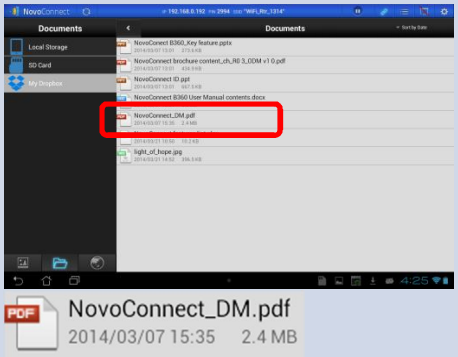
Navigation:

If you wish to sort the list into a desired order, tap the drop-down menu **Sort by…**, then select one of the following options:

- Sort by Name
- Sort by Date (default)
- Sort by Extension

Example: Tap the **Sort by…** drop-down menu. Tap the option *Sort by Name*, and then tap the *Documents* folder.

Note: You can tap the tab or the back key at any time to return to the previous folder. You can also tap the Dropbox tab at any time to refresh the Dropbox list.

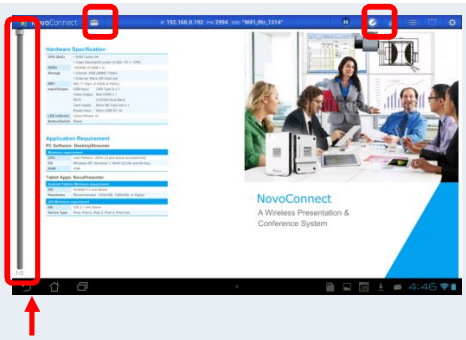


Document list:

Once you locate the desired document, you can open and present the document page by page on the Dropbox Web site without downloading the document to your Android phone.

Example: Tap the document “NovoConnect_DM.pdf”.

Note: You can tap the tab or the back key at any time to return to the previous folder.



Scroll Bar

Document presentation:

The selected document (the PDF in this example) will be displayed in full screen. If your presentation is paused, tap the button to resume the presentation. You can zoom in on the document by sliding two fingers apart, or you can zoom out of the document by sliding two fingers toward each other.

To scroll down or move to the next page, slide your finger up or drag the scroll bar down. To scroll up or move to the previous page, slide your finger down or drag the scroll bar up.

To return to the *Document List* page, tap the tab. To use the on-screen annotation tools, tap the tab.

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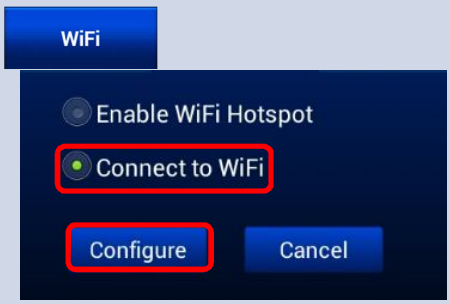
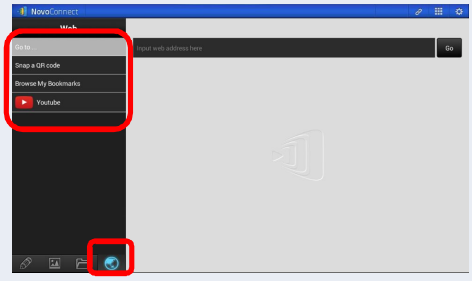
	Unlink device from Dropbox or Google Drive: If you need to unlink the *NovoPresenter* app from your Dropbox **& Google Drive** account, tap the tab and tap **Unlink device from Dropbox** or **Unlink device from Google Drive**. When the "*Are you sure?*" confirmation dialog box appears, tap **Yes** to proceed.

3.4.2.4 Presenting a document (with a browser)

(Note: *For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	**Set Your B360 to Client Mode:** Set your B360's Wi-Fi mode to WiFi **Mode** and connect to a router with Internet access. Please refer to the *Remote Viewer* chapter for more details.
	**Start browsing for a Web page:** Tap the Internet tab . It will light up blue. Select one of the three options to access a Web page: - Go to… (enter URL address [default]) - Snap a QR code - Browse My Bookmarks (Web site bookmarks)

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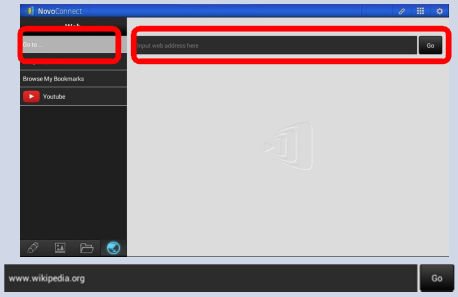
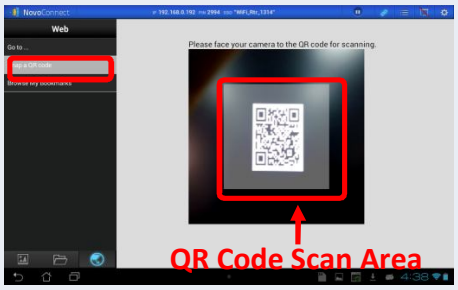
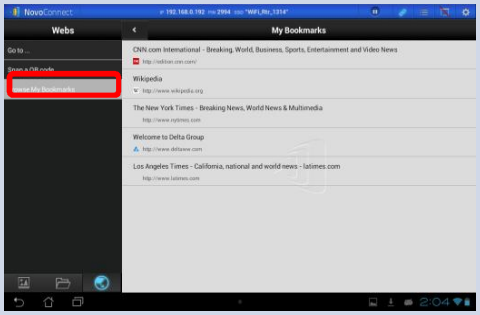


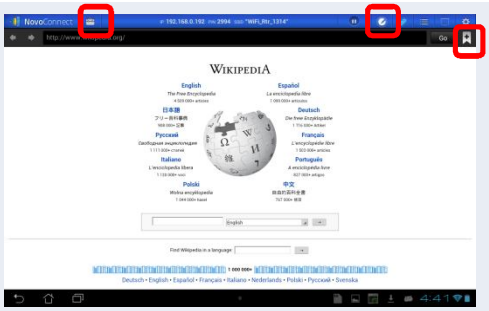
Go to …:
Tap the **Go to …** tab.
Enter the Web page URL and tap **Go**.
Example: Enter the URL www.wikipedia.org and tap **Go**.



Snap a QR code:
Tap the **Snap a QR code** tab.
Aim your phone's camera at a QR code containing Web page information. *NovoPresenter* will detect the embedded URL and go to the corresponding Web page.



Browse My Bookmarks:
Tab the **Browse My Bookmarks** tab.
From the bookmark list, tap a bookmark of interest to go to its corresponding Web page.
Touch and hold a bookmark for two seconds to edit or delete that bookmark.
Note: The bookmark list may initially be empty. You can add a Web page to the bookmark list while browsing the Web by tapping the tab.



Web page presentation:
The selected Web page will be displayed in full-screen. You can zoom in on the Web page by sliding two fingers apart, or you can zoom out on the Web page by sliding two fingers toward each other.
To scroll down or move to the next page, slide your finger up. To scroll up or move to the previous page, slide your finger down.
To add a Web page to the bookmark list, tap the tab.
To return to **Browse My Bookmarks**, tap the tab. To use the on-screen annotation tools, tap the tab.

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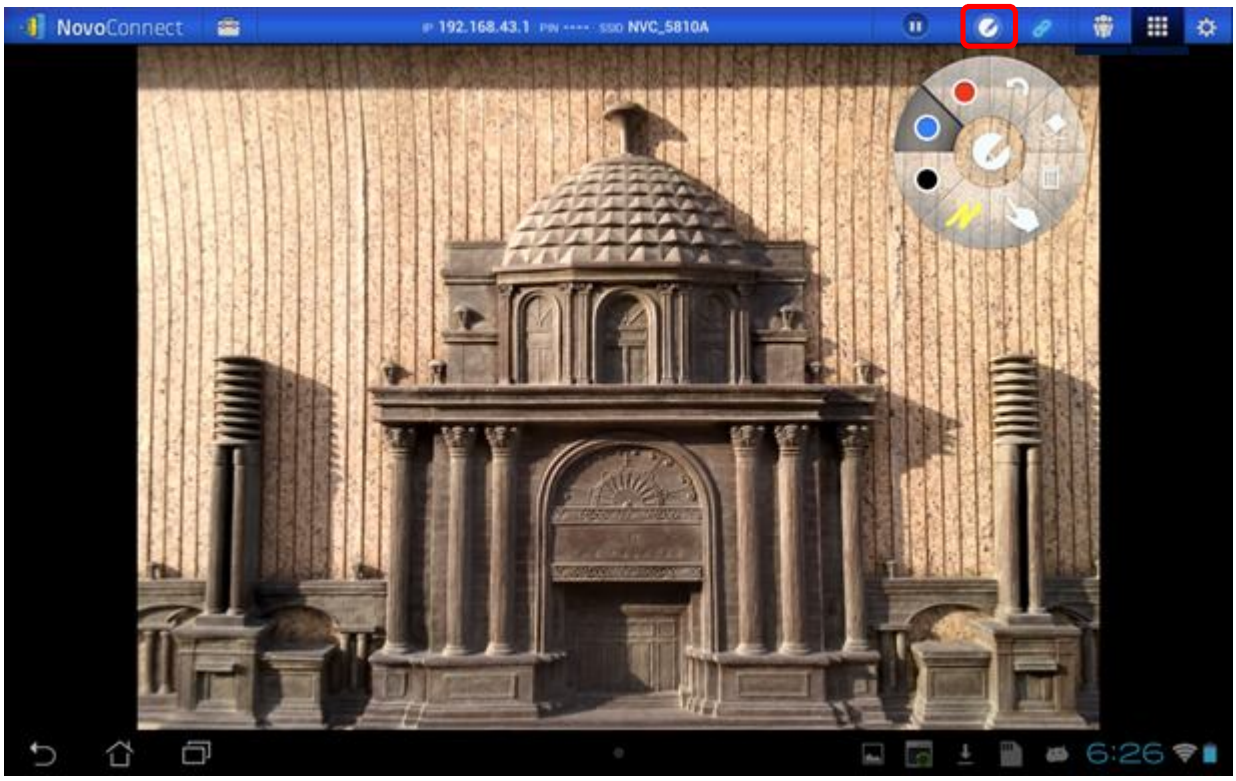
3.4.2.5 Annotation

Sometimes you may want to write, highlight, or mark portions of your presentation materials directly on the phone screen. *NovoPresenter* provides an on screen annotation tool for the presenter to annotate directly on the presentation material without changing the original. You can enable the annotation tool by toggling the tab on, as shown in the screen sample below.



Function	Description
	Touch the tab to enable the annotation tool. Annotate with a red marker Annotate with a blue marker Annotate with a black marker Annotate with a yellow transparent marker Change from annotation (writing) mode to touch panel (operation) mode Trash can Eraser Undo

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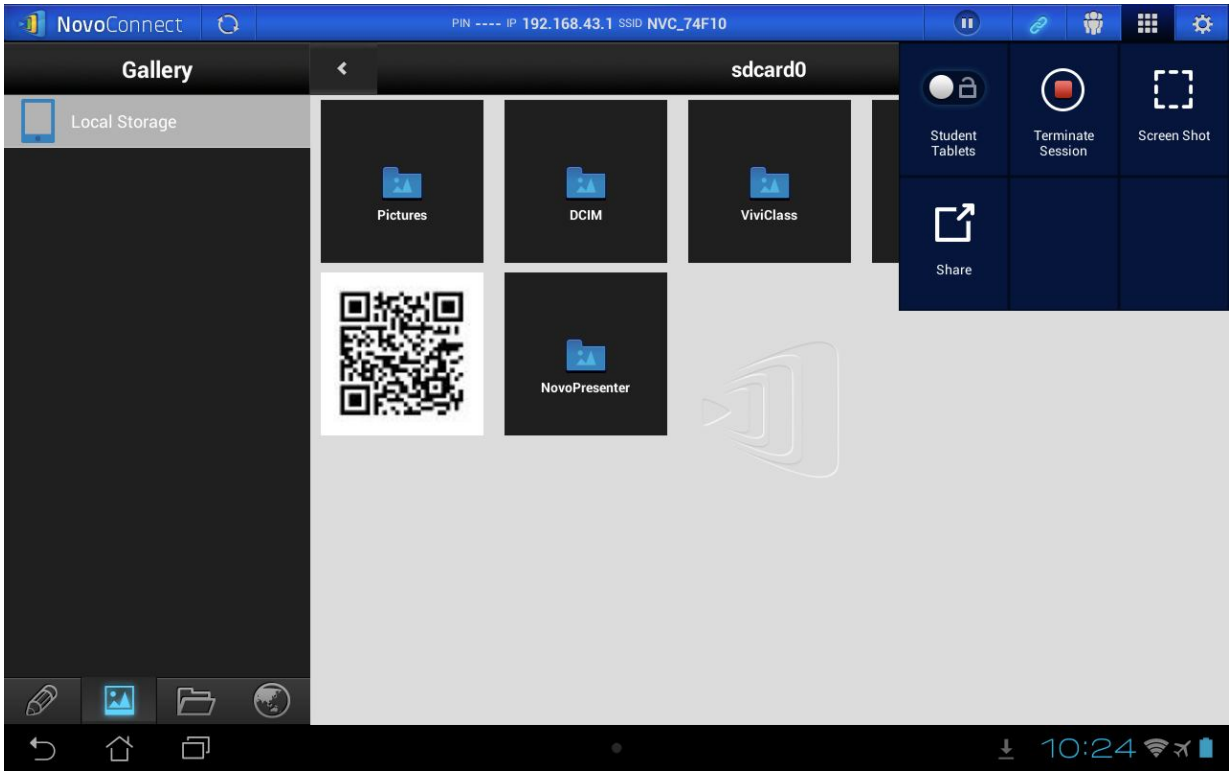
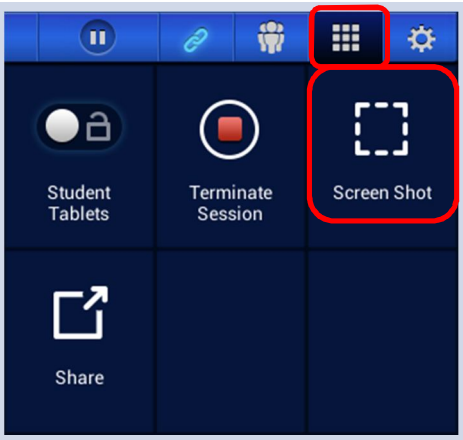
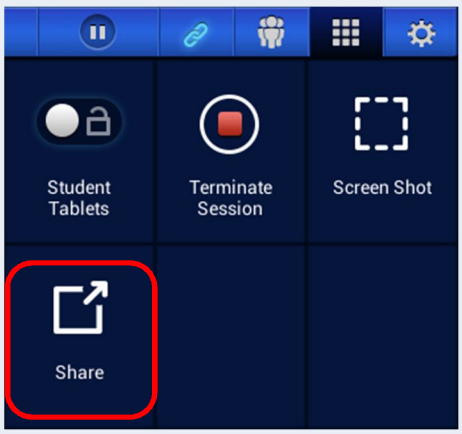
3.4.2.6 Screenshot and share

This feature allows users to take screenshots of their display and share them with other users.



Function	Description
	**To take a screenshot:** Tap the tab and tap the **Screen Shot** area. A link will be displayed for the location of the saved screenshot.
	**To share a screenshot:** After taking a screenshot tap the **Share** button, an associated email app will launch to share the screenshot.

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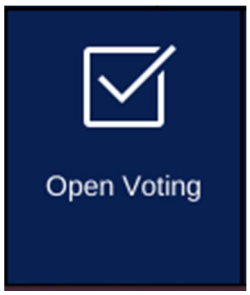
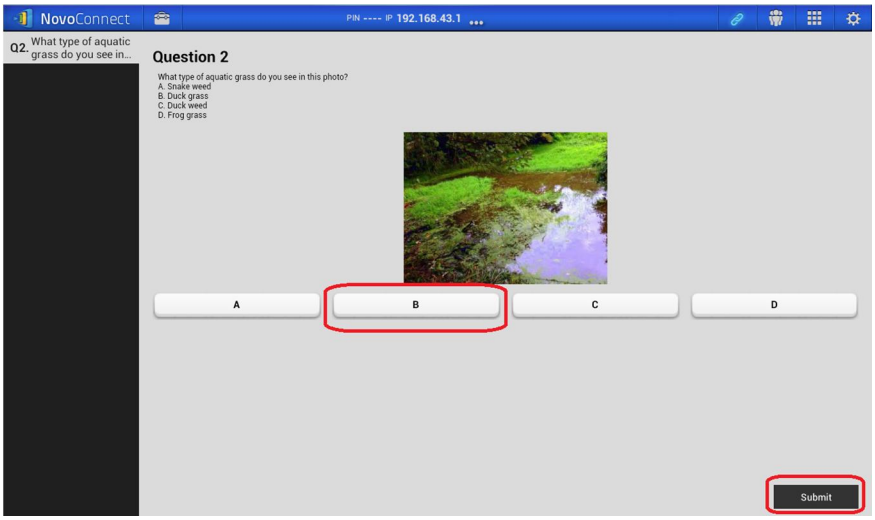
3.4.2.7 Answering questions in Voting

Voting allows Android users to respond to a teacher or moderator submitted questions.

5. Open Voting by selecting it from the Tools tab.



6. No question will appear until the moderator or teacher sends a question.
7. Once a question is sent, it will appear on the participant's screen. Select the correct answer and then the "Submit" button. If the question is open-ended, you can select an image file (.png format) from your device to submit as your answer.



8. You will receive a confirmation message when your answer has been sent successfully.

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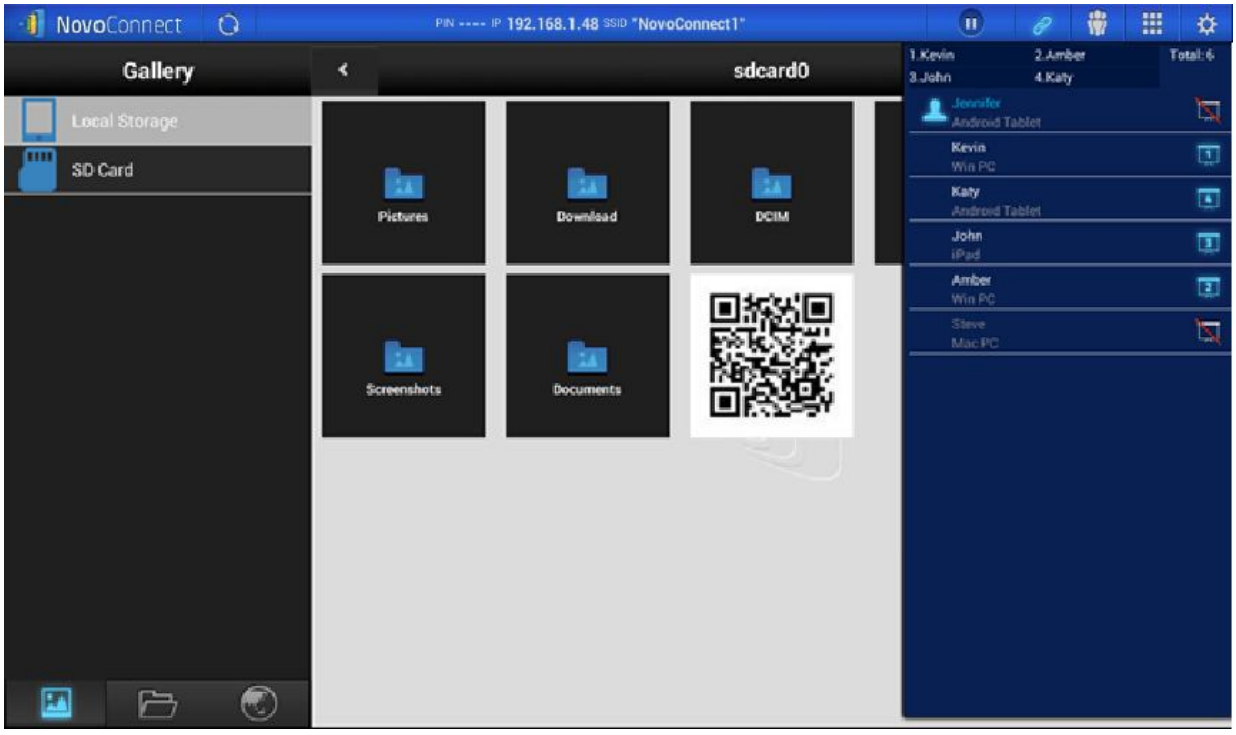
3.4.3 Step 3: Presentation management

Once you are done starting/joining a presentation group, you are ready to make a presentation and collaborate with other *participants*. A sample screen view is provided below.



3.4.3.1 Set Moderator Mode (*Corporate Edition* only)

The moderator can manage presentations or make a presentation in the split screen.

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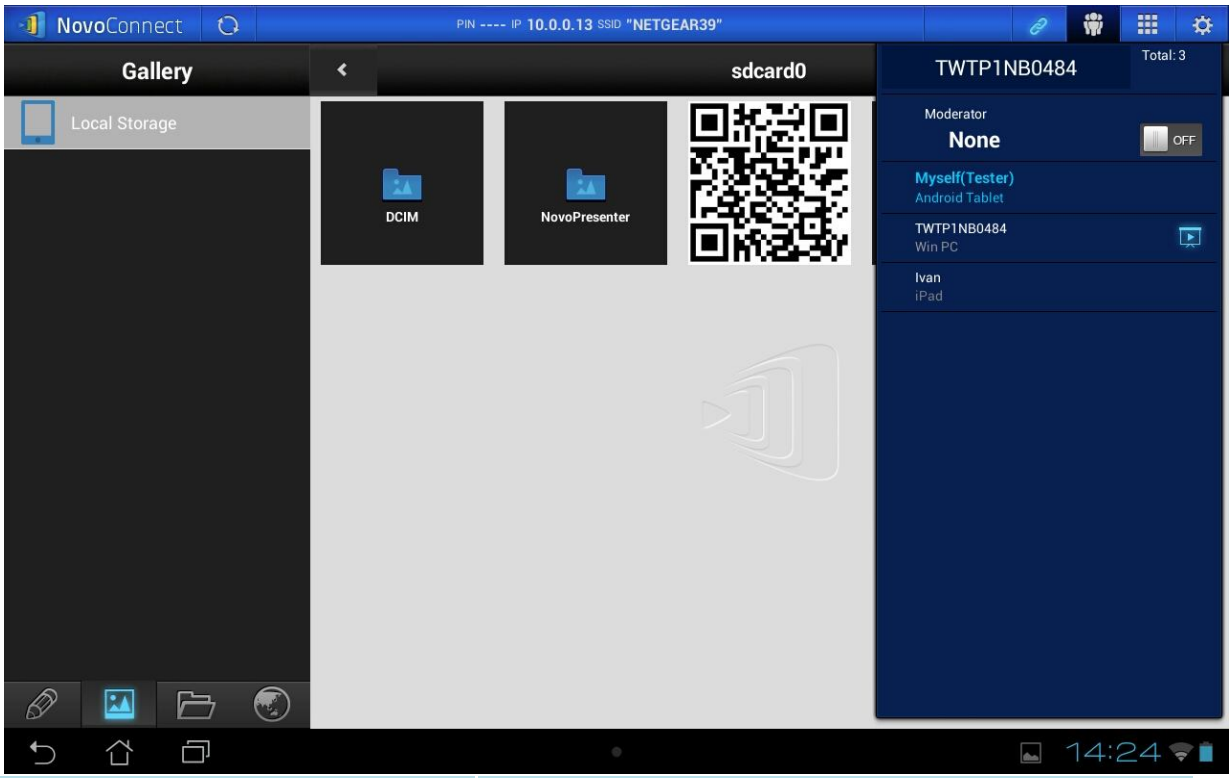
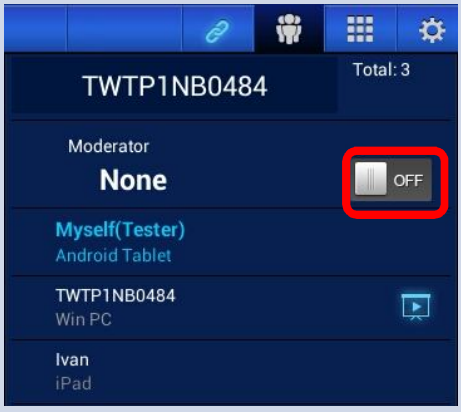


Function	Description
	**Set the moderator mode:** Tap the tab and tap the **Moderator On/Off** switch to set the moderator mode. OFF: The moderator mode is off. ON: The moderator mode is on.

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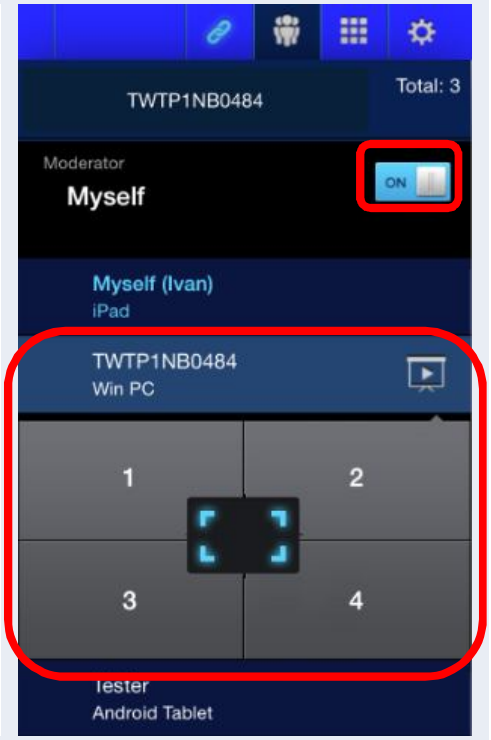
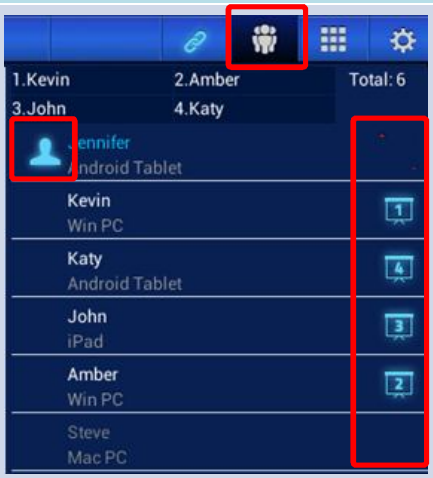
	**Manage presentations or make a presentation:** The moderator now has the authority to manage presentations or make a presentation in split screen.

3.4.3.2 Role assignment

There are three roles in a presentation group: the *host*, the *presenter*, and the *participant*. The first person to start the presentation group with a B360 is assigned the *host* role. Subsequent joiners are assigned the *participant* role. The *host* is defaulted to assume the *presenter* role until he hands over the *presenter* role to another *participant*.

To view all current *participants* who have joined the presentation group, tap the tab.

(Note: *For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	Select the tab to show *participant* list. indicates the current *host*. indicates the current *presenter*. indicates the current *presenter* that is presenting in the indicated split-screen box number (#1-4). The example here shows a *presenter* that is presenting in Box #1. *Example: There are six *participants* in the presentation group – two with Android phones, two with Windows PCs, one with an iPad, and one with a Mac PC. Jennifer is the host who has automatically denied screen preview. Steve is a participant who has denied screen preview. Kevin, Amber, John, and Katy are *presenters* currently presenting in boxes #1-4 of the four-way split screen, which will be explained in detail later.

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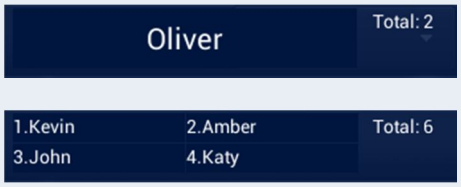
	*: *For Education Edition* all participants will automatically allow screen preview.
	The names on this box indicate the current *presenters* and the total number of current *participants*. Example 1: Oliver is the only *presenter*, and there are currently 2 *participants*. Example 2: Kevin, Amber, John, and Katy are the four *presenters*, and there are currently 6 *participants*.

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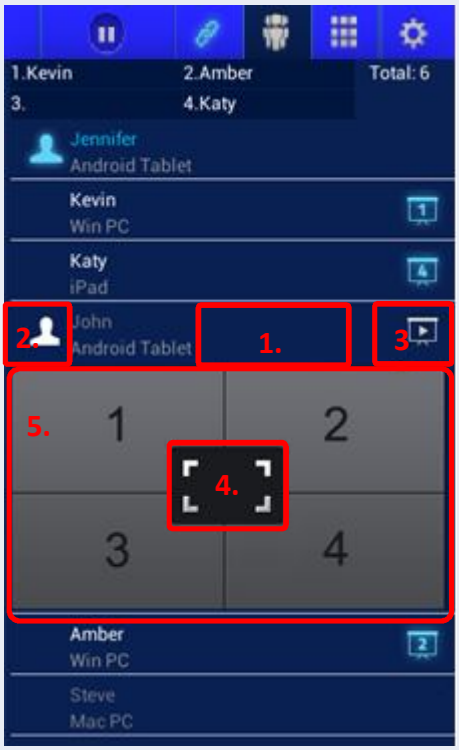
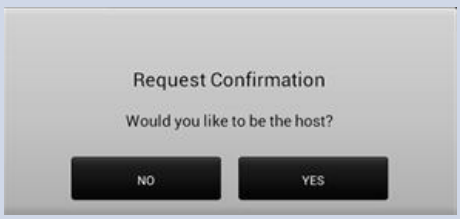
3.4.3.3 Role change, screen preview, and four-way split screen

(*For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	To perform a role change: First select the tab to show the *participant* list.
	6. Highlight *participant* John by tapping the middle part of the entry of John once or twice until both the and the icons appear. 7. Tap John's icon to hand over the *host* role to him. 8. If the split screen selection area is not yet present, tap the icon to bring up the split screen selection area. 9. Tap the icon of the split screen selection area to request that John be the sole *presenter*. 10. Tap one of the four boxes (#1-4) in the split screen selection area to assign John to perform a presentation on one of the four boxes of the four-way split screen.
	When a *participant* is asked to be a *host* or a *presenter*, a dialog box will appear on the *participant*'s screen to request confirmation. The *participant* has 20+ seconds to tap the **Yes** button to accept the new role or tap the **No** button to reject.

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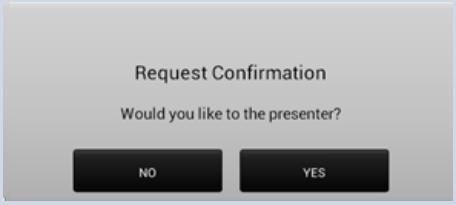
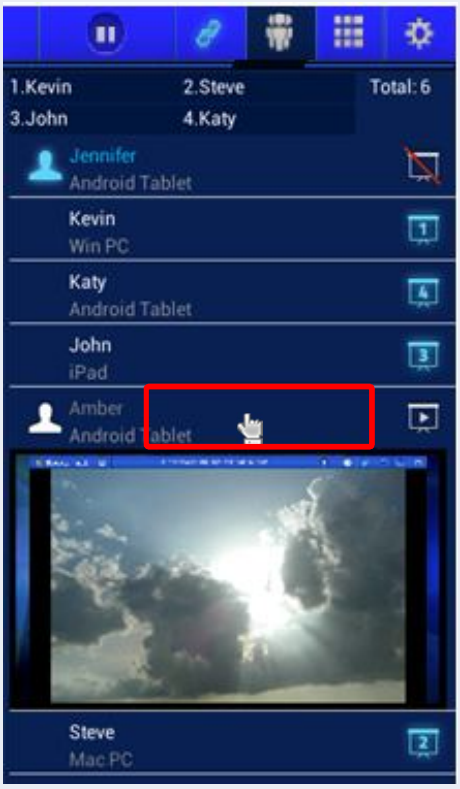


To perform screen preview: (Education Edition only)

Tap the tab to show the *participant* list.

For *Education Edition*, all *participants* will automatically allow screen preview.



To preview a *participant*'s screen, tap the middle part of an entry once or twice to bring up both the and the icons. Wait a few seconds for the screen to be sampled and displayed. In this example, Amber's Android phone is selected to be previewed.

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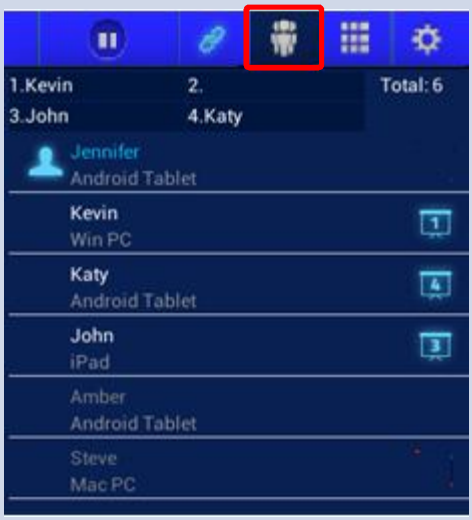
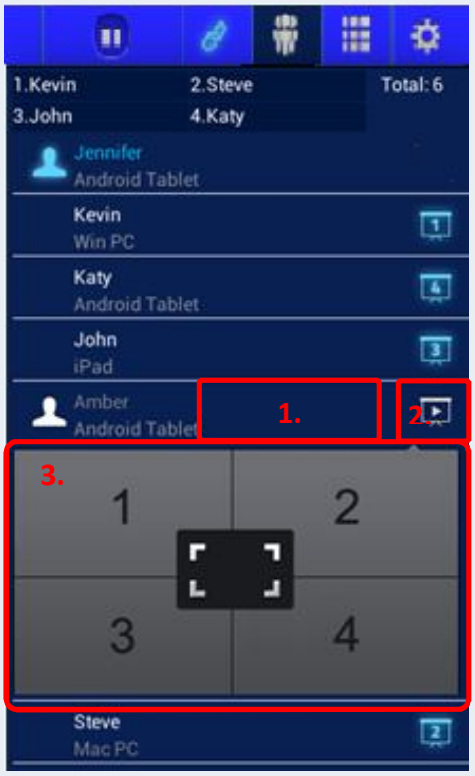


To perform a four-way split screen presentation:

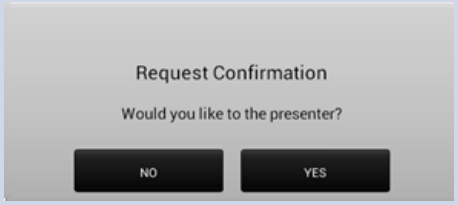
Tap the tab to show the *participant* list.

Select a *participant* to make a presentation.
In this example, Amber is selected.



Four-way split screen presentation:

4. Tap Amber's entry once or twice until both the and the icons appear.
5. If the split screen selection area is not yet visible, touch the icon to bring up the split screen selection area.
6. Tap one of the four boxes (#1-4) in the split screen selection area to assign Amber to perform a presentation on one of the four boxes of the four-way split screen.



Amber will receive a request to perform a presentation in one of the four boxes of the four-way split screen.
After Amber accepts (within 20+ seconds) the request by tapping the **Yes** button, Amber's screen will appear on one of the four boxes of the four-way split screen.

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3.4.3.4 Pause, resume, and disconnect

(*For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	To Pause a presentation: Tap the tab to enter the presentation control page.
	Pausing and resuming a presentation: While presenting, toggle between and to pause and resume the presentation respectively.
	To Disconnect from a presentation group: 3. Tap the tab to enter the presentation control page. 4. Tap the Disconnect button to exit the presentation group. If the *host* exited the presentation session without handing over the *host* role, all *participants* will receive a message prompting them to take over the *host* role. The first to respond to the prompt will assume the role of the *host*.

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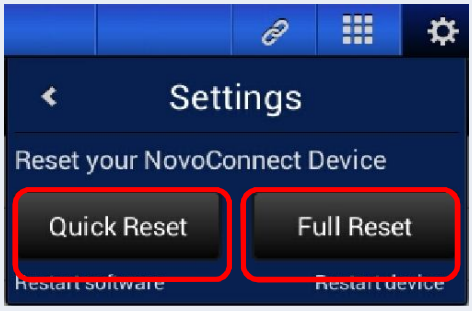
3.4.3.5 Reset and rename local device

Occasionally you may encounter problems with the network or the computer, causing the presentation group to malfunction on your B360. One way to resolve this problem is to reset the presentation group.

Function	Description
	To perform a Reset: First tap the tab and tap the arrow of **Device's Reset**.
	**Resetting:** Tap **Quick Reset** to start a presentation group. Tap the **Full Reset** button to reset the NovoConnect B360 device. The B360 device will restart automatically. Conflicts may occur when multiple *participants* simultaneously attempt to reset the presentation group or the B360. The reset privilege priorities are as follows: 1. *Host*: The *host* has the sole privilege to quick-reset the presentation group or the B360 device when the *host* stays connected to the B360. 2. *Presenter*: If the *host* loses connection with the B360, the current *presenter* inherits the privilege to quick-reset the B360. 3. *Participant*: If the *host* and the *presenter* both lose connection with the B360, any *participant* can quick-reset the presentation group.

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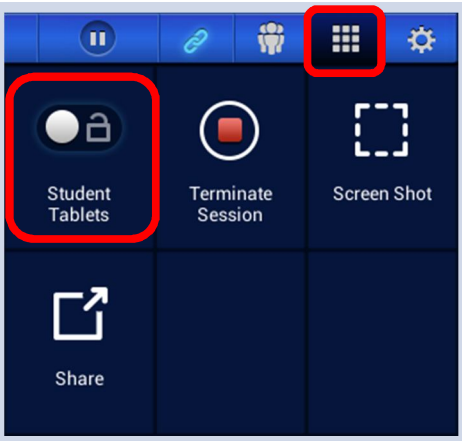
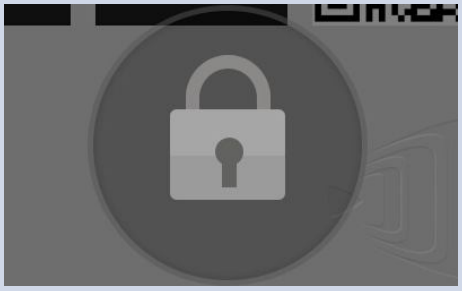
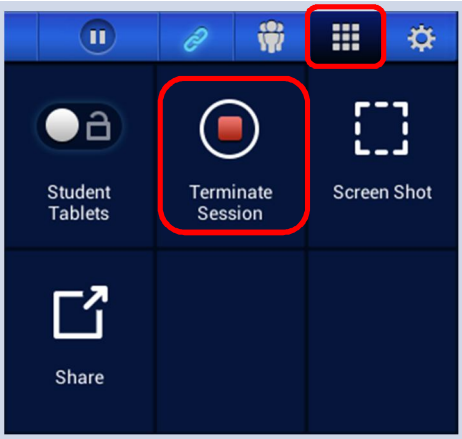
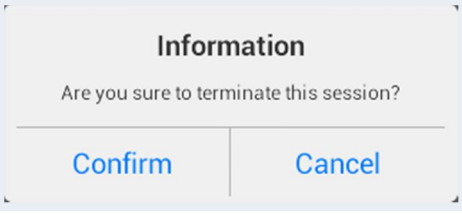
3.4.3.6 Lock/unlock Students' Tablets (*Education Edition* only)

This feature for PCs and tablets allows teachers to lock down student tablets. This feature is only available in the *Education Edition.*

Function	Description
	**To lock/unlock students' tablets:** Click the tab to bring up the toolbar page, then click **Student Tablets** to lock or unlock the students' tablets. : Student tablets are unlocked. : Student tablets are locked.
	**Student tablets locked:** A lock icon will pop up on the students' tablets to show that the screen has been locked.

3.4.3.7 Terminate Session (*Education Edition* only)

Here you can disconnect all devices with the touch of one button.

Function	Description
	**To terminate the session:** Tap the tab and tap **Terminate Session**.
	**Confirmation:** Click **Yes** to terminate the session. All devices will be disconnected.

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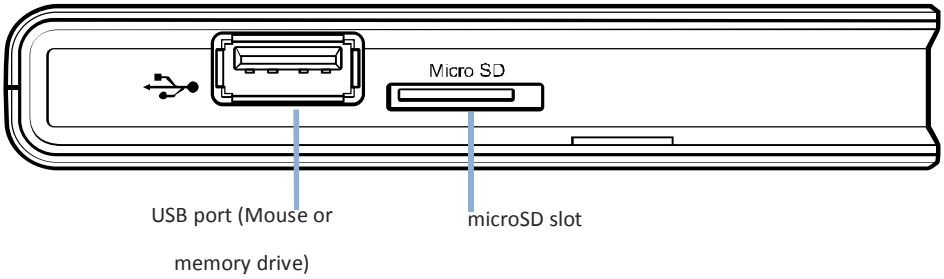
3.5 Presenting with the NovoConnect B360 Device

Your B360 device allows you to make presentations with the computing power of the device itself without the assistance of a computer. Your presentation files may reside in a microSD card, USB memory drive, the internal storage of your B360 device, or in your Dropbox online storage account (Internet connection required for Dropbox access).

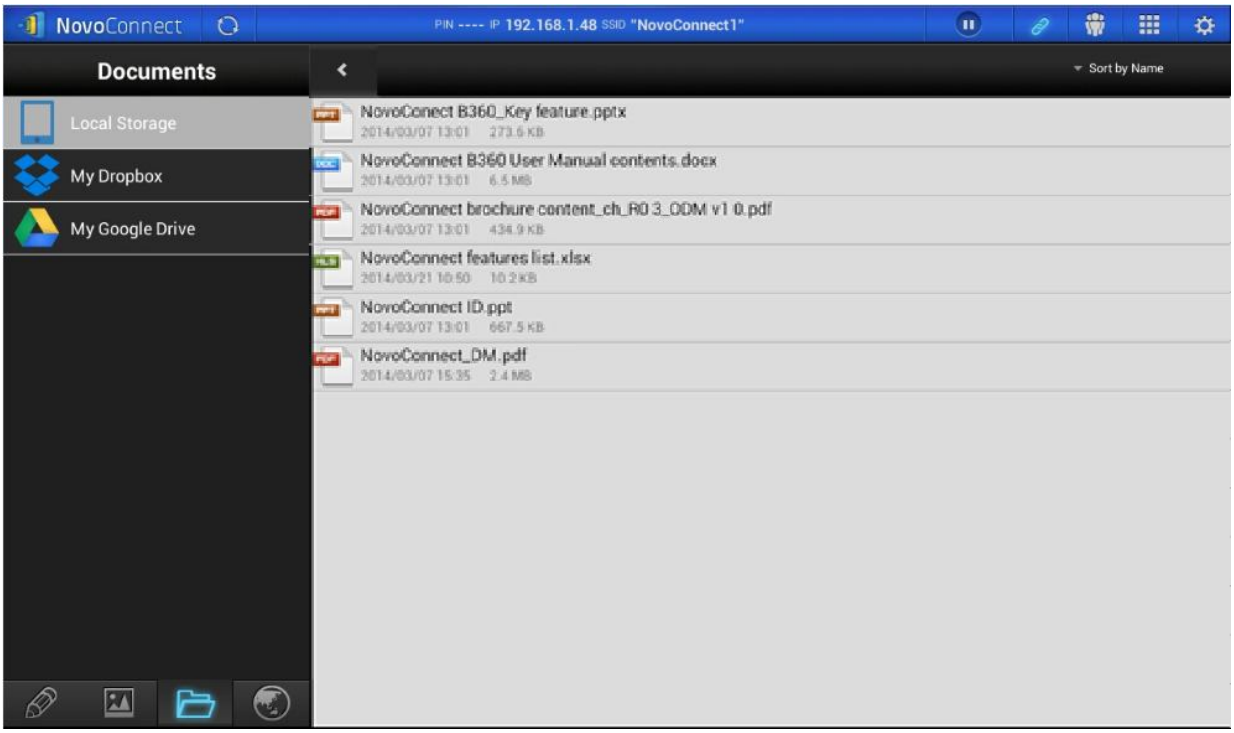
The steps for making a presentation with only your B360 are as follows:



1) If your presentations are stored on a microSD card, please insert the microSD card into the microSD card slot.
2) If your presentations are stored on a USB memory drive, please first connect a USB hub to your B360 device, then connect a mouse and a USB memory drive to the USB hub.
3) You can also save your presentation files in the local storage of your B360 or in your Dropbox online.

Note: You need a USB mouse to operate the following steps.

You are now ready to make a direct presentation with your B360.



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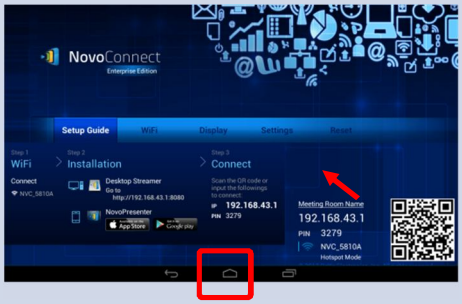
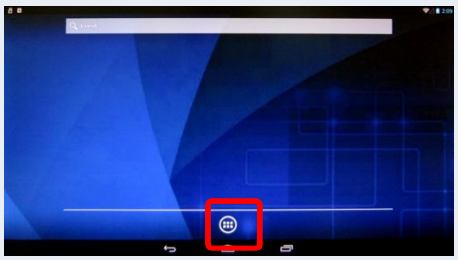
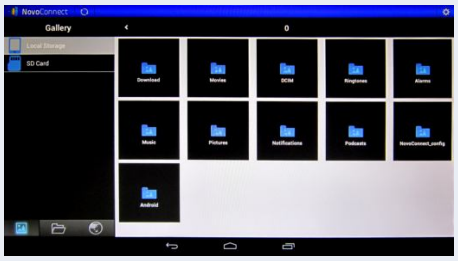
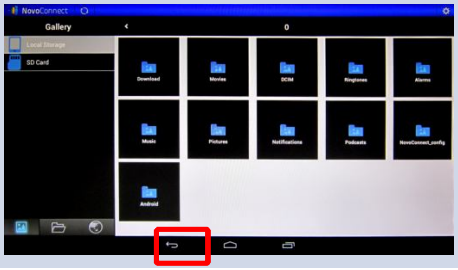
The following table shows detailed steps on how to make a direct presentation:

Function	Description
	**To present directly with your B360:** Click an empty space of the NovoConnect home screen. Then click the home button .
	**To present directly with your B360:** Click the apps button .
	To present directly with your B360: Click ***NovoPresenter*** .
	**To present directly with your B360:** Please go to the section 3.3.2 Step 2: Make a Presentation for more details on making a presentation with *NovoPresenter*. Ignore instructions for **Snap a QR Code**.
	**To return to *Remote Viewer*:** Click the back key one or more times until *NovoPresenter* disappears.
	To return to *Remote Viewer*: Click ***Remote Viewer*** . (Note: If you do not see the app list as shown on the left, click the home button , next click the apps button , and then click ***Remote Viewer***).

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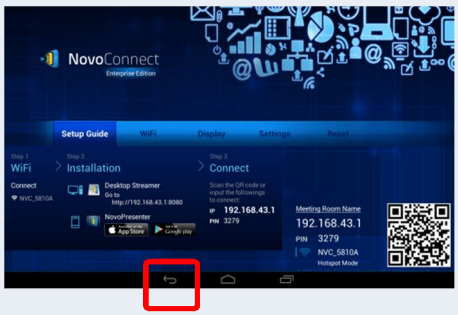

To return to *Remove Viewer*:

Click the back key one or more times until the system bar disappears.

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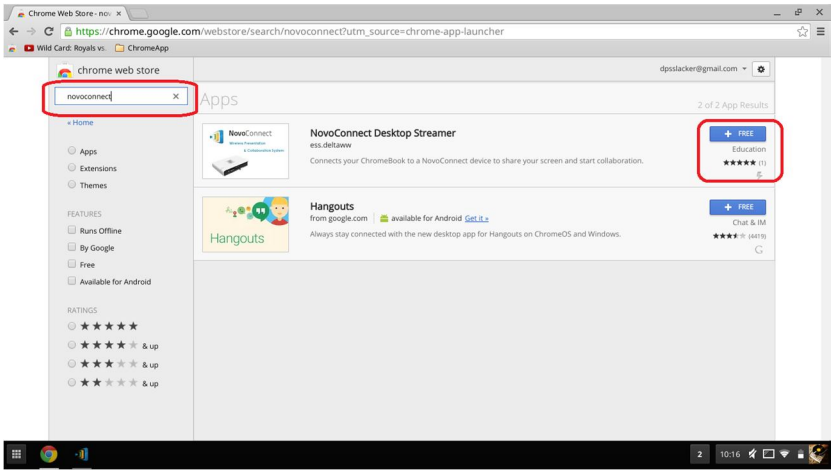
3.6 Connecting with Chromebook

The Chromebook version of the *NovoConnect* Desktop Streamer app (pictured in the image below) enables a Chromebook device to connect to the B360 and receive a presentation, participate in Voting and share videos.

3.6.1 Installing NovoConnect Desktop Streamer

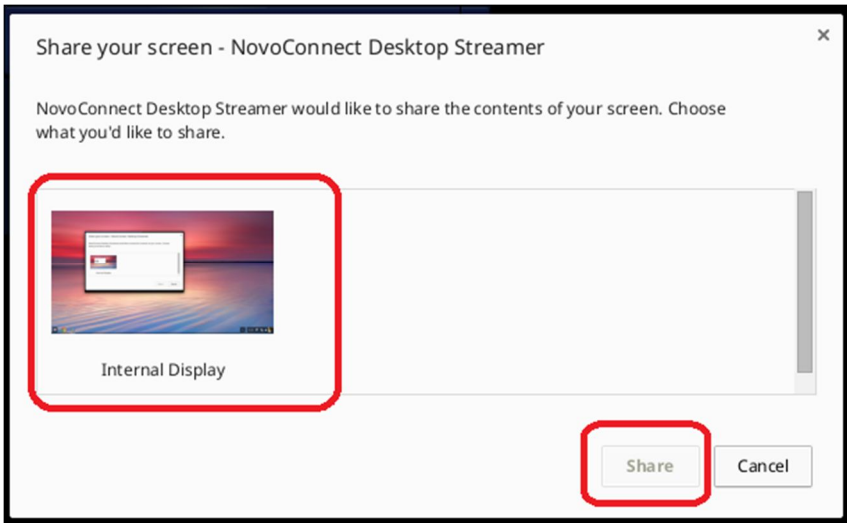
5. Navigate to the Google Web Store and locate the NovoConnect Desktop Streamer application.



6. Click the install button. The app will now install on you Chromebook.

3.6.2 Launching and connecting with NovoConnect Desktop Streamer

1. When you launch the NovoConnect Desktop Streamer app, you will be asked if you would like to share your screen contents.
2. Click on the internal display and then click “Share.”


Share your screen - NovoConnect Desktop Streamer
NovoConnect Desktop Streamer would like to share the contents of your screen. Choose what you'd like to share.
Internal Display
Share
Cancel

3. To connect to the B360 system, click “Connect.”

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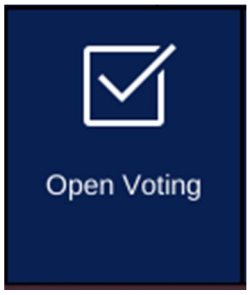
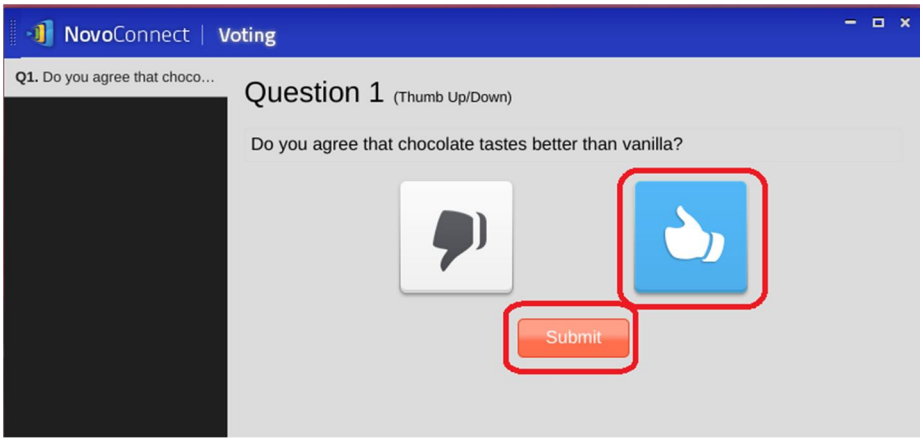
3.6.2.1 Answering questions in Voting

Voting allows Chromebook users to respond to a teacher or moderator submitted questions.

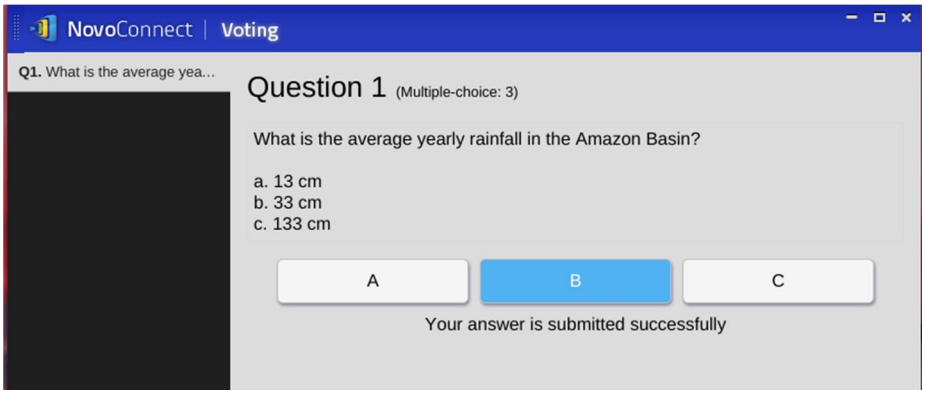
9. Open Voting by selecting it from the Tools tab.



10. No question will appear until the moderator or teacher sends a question.
11. Once a question is sent, it will appear on the participant's screen. Select the correct answer and then click the "Submit" button. If the question is open-ended, you can select an image file (.png format) from your device to submit as your answer.


NovoConnect | Voting
Q1. Do you agree that choco...
Question 1 (Thumb Up/Down)
Do you agree that chocolate tastes better than vanilla?
Submit

12. You will receive a confirmation message when your answer has been sent successfully.



3.6.2.2 Streaming local video and YouTube video

NovoConnect Desktop Streamer allows Chromebook users to stream videos to the B360 device through the Video and YouTube tool. For more information on this feature, see Section **3.8 Video file and YouTube Streaming.**

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3.7 Group Editor (*Education Edition* only)

This feature allows teachers, group moderators and other presenters to organize and monitor participants and devices.

3.7.1 Application features (Macintosh and Windows PC)

1. Teachers can use the User Group feature to track student attendance. For example, by loading the group file into an instructor's Macintosh or Windows PC, the teacher will be able to see which students are online — and therefor in attendance — and which students are offline and/or absent.
2. Teachers can use the feature to track devices like tablets that are shared by multiple classes and track which students are using them. Teachers can "hard-code" each tablet's ID by assigning it a name or number, for example "tablet 001" through "tablet 030".

3.7.2 Creating and importing User Group files

3.7.2.1 Creating a new User Group file

1. Open the NovoConnect application.
2. Click the "Settings" tab.

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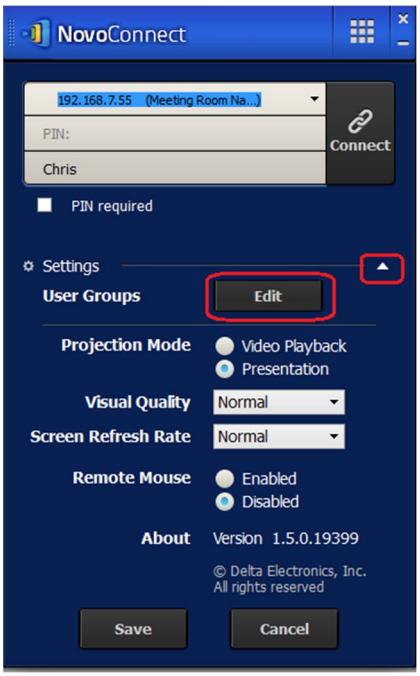
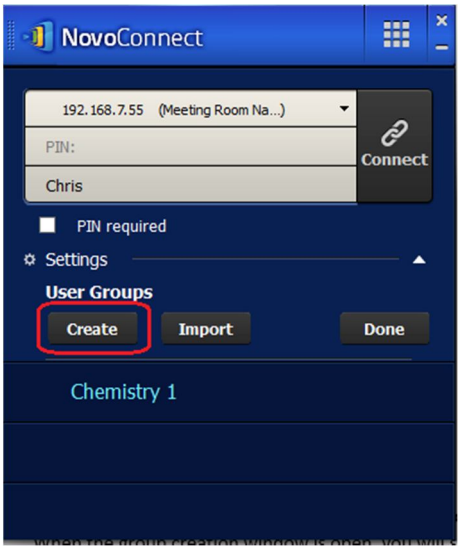
3. Click the “Edit” button next to “User Groups.”



4. Here you will see buttons for to “Create” a new User Group file and a button to “Import” an older user group XML file.
5. To create a new user group, click the “Create” button.



6. When the group creation window is open, you will see areas for “Group,” “Moderator (Teacher),” and “Members (Students).”

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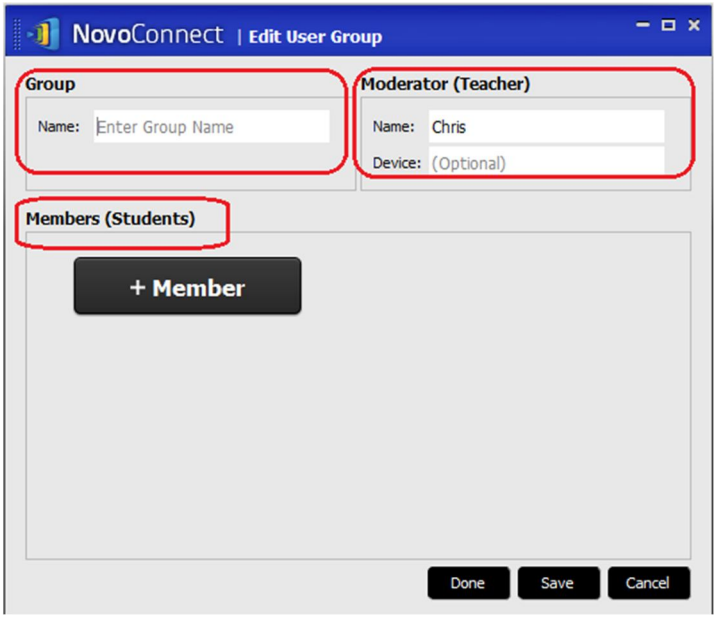
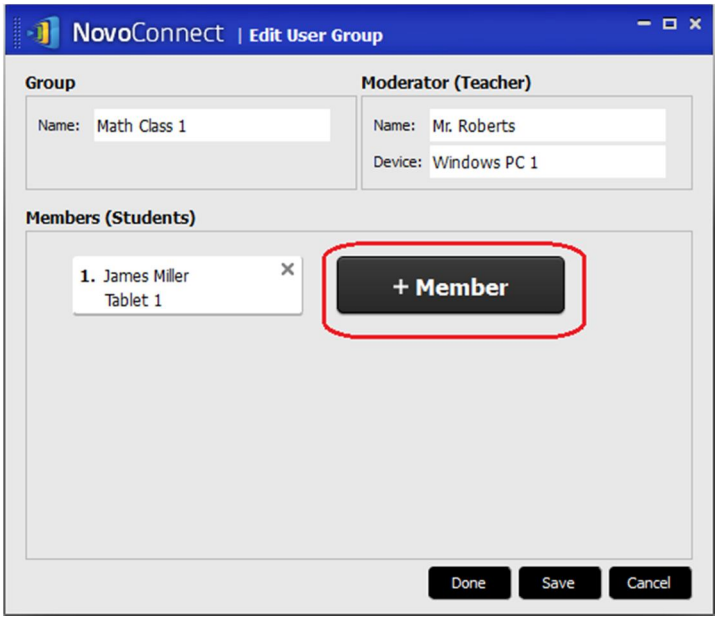


7. Name your group (required) by entering a name in the “Name” text window under “Group.”
8. Enter the name for the moderator or teacher of this group in “Name” window in the “Moderator (Teacher)” section. You can also enter an optional name for the device in the “Device” window.
9. To add members (students) to the group, simply click the “+ Member” button. A numbered window will open. Type the new member’s name and device name (optional) into the corresponding text windows. To remove a member, click the “x” in the upper right corner of the member window.



10. Once you have finished adding members to a group, click “Save” and “Done” to return to the “User Groups” list. New group should appear on the list of user groups.

3.7.2.2 Importing User Group file

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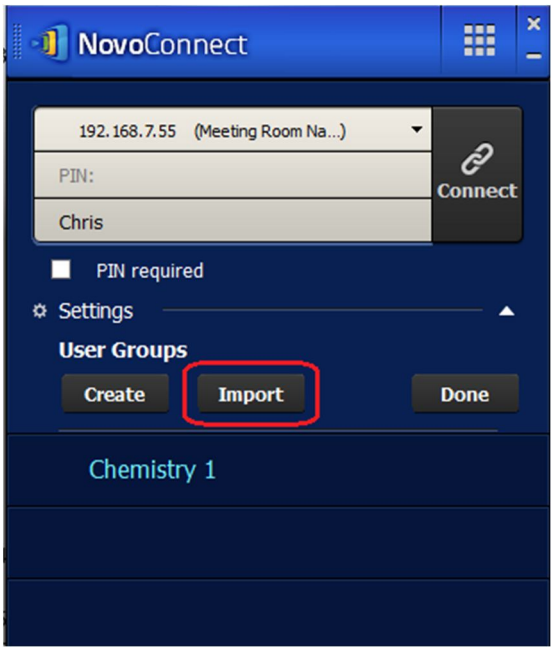
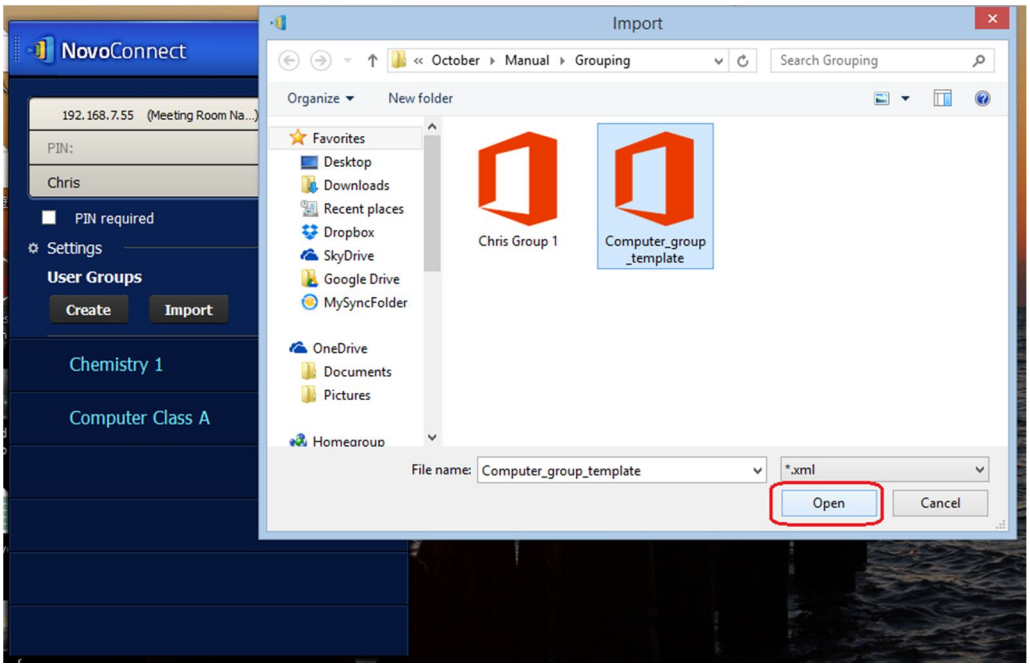
1. A previously made user group file created for an earlier version of NovoConnect or shared between users or devices can be imported into the current device. To import a user group, click the “Import” button from the User Group screen.



2. Navigate to the location of the stored user group XML file on your computer or storage device.
3. Select the user group file and click “Open.” The group will now appear in your User Group list.



3.7.3 Editing, exporting and deleting User Groups

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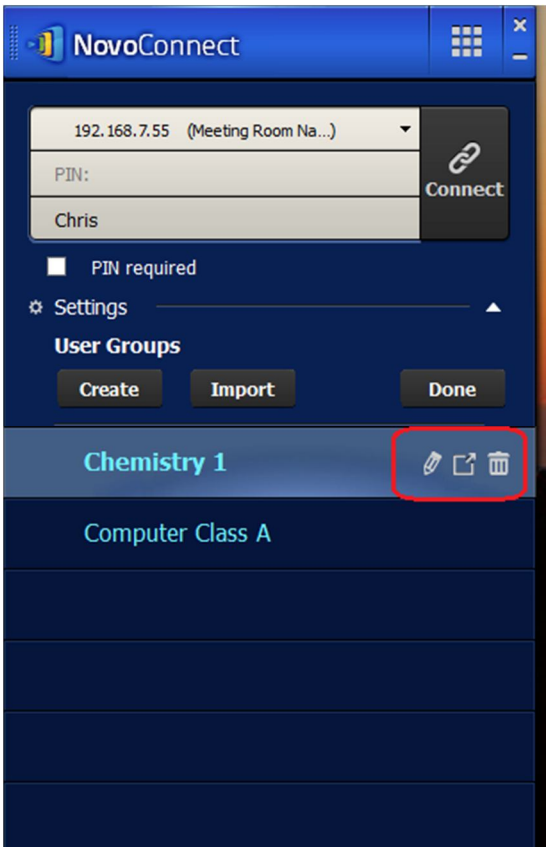
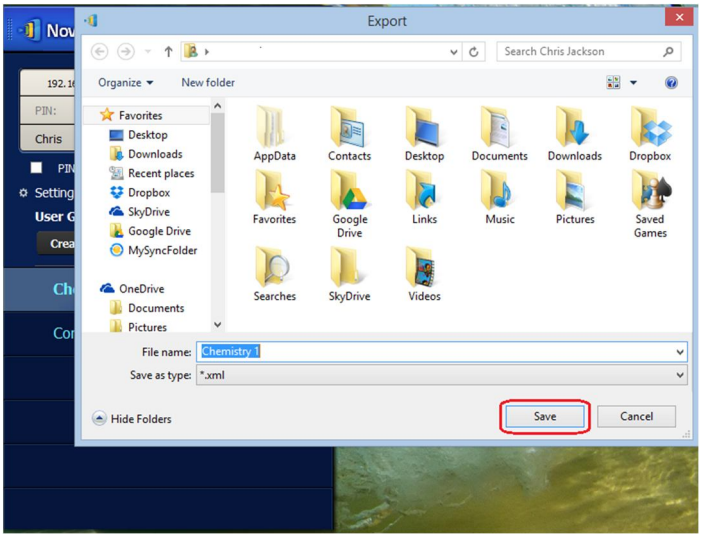
1. To access edit, export and delete functions for User Groups, click on of one of the user groups from the “User Groups” list. The three function buttons will visible on the right.



2. To **edit** or make changes to an existing User Group file, click on the edit tool . This will open the Edit User Group window, which is the same window that opens when creating a new group.
3. From this window you can add and remove members (students), as well as change device names. You can also change the name of the moderator (teacher) and the moderator device. The User Group name can also be changed from this window.
4. To **export** a user group to another location, select the export tool .
5. Select the location you wish to save the User Group as an XML file and click “save.”



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6. This User Group can now be imported on another moderator device. To do so, follow the import instructions above.

7. To **delete** a group from your User group list, select the group and click the delete tool .

3.8 Video file and YouTube streaming (*Education Edition* only)

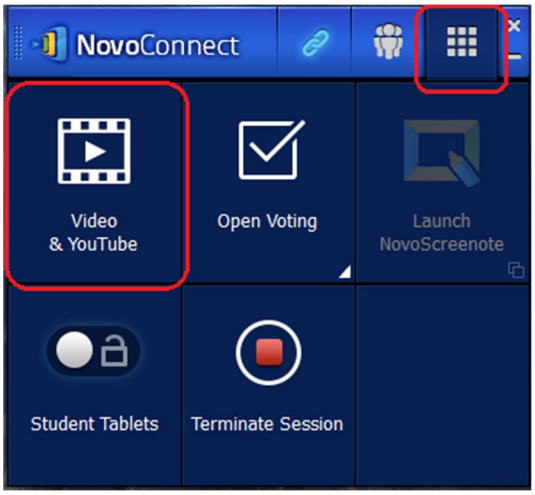
Feature allows you to smoothly stream videos from a variety of formats.

3.8.1 Application features

- The teacher or members of the class (if given permission by the moderator/teacher) can stream videos smoothly that are stored on local media such as computer hard drives and flash memory sticks (thumb drives).
- The teacher or members of the class (with moderator permission) can stream videos from the YouTube video website. This function will only work if the B360 unit is set to Wi-Fi mode and will not work in hotspot mode.

3.8.2 Streaming local video files

1. From the “Tools” menu, click on and launch the “Video & YouTube” tool.



2. When the video player bar opens, click the browse button to locate the video file on your computer.

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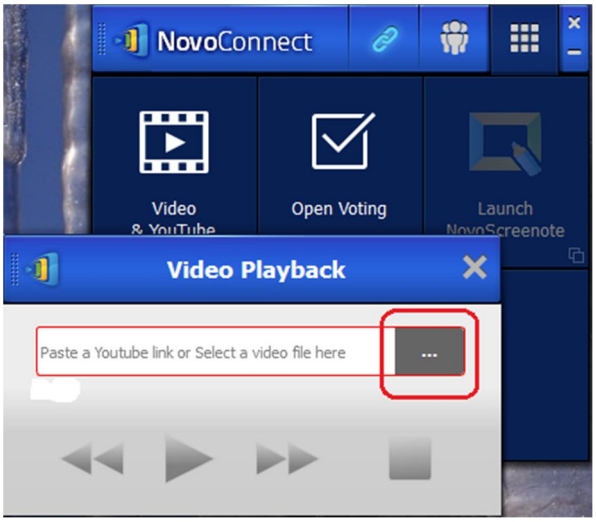
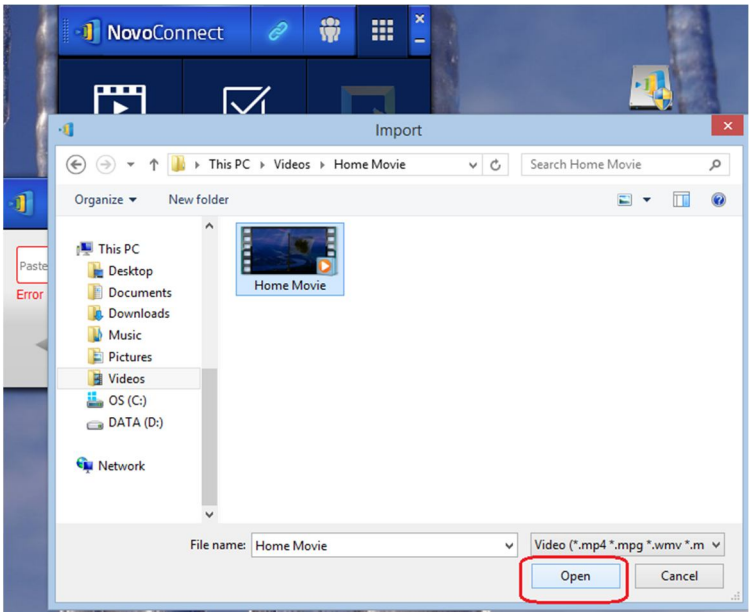
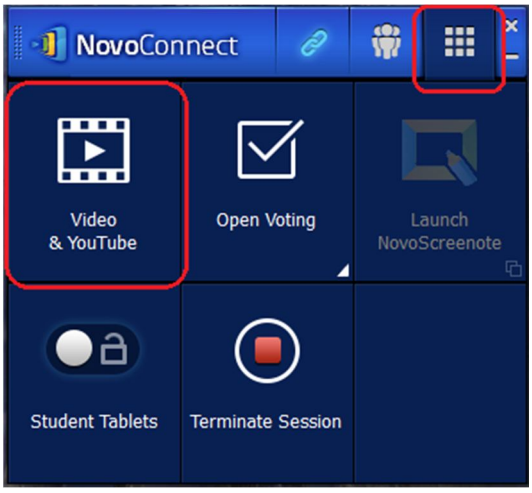


3. Select the video file and click “open.” The file should begin to play.



3.6.3 Streaming YouTube Video

1. From the “Tools” menu, click on and launch the “Video & YouTube” tool.



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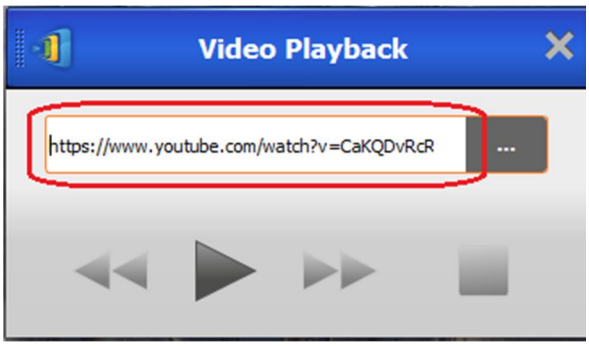
2. When the video player bar open, paste or type the URL for the YouTube video you wish to play in the window.



3. Press the play arrow and YouTube video should begin to play.

3.6.4 Video controls

1. You can play the video by clicking the play arrow .
2. You can stop the video by clicking the stop square .
3. You can skip forward or backward by clicking the corresponding double arrows.

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7. B360 Configuration

4.1 B360 System Configuration

Remote Viewer is the application software on the NovoConnect B360 device that hosts the presentation group. The main function of *Remote Viewer* is to manage and control all presentation sessions between the *participant* devices and the NovoConnect B360. In addition to presentation management, *Remote Viewer* supports the configuration of the following parameters on the B360 device:

- Setup Guide
- Wi-Fi
- Display
- Settings
- Reset
- Presentation Group Name

Note: Following any clicking activity on the screen, the system bar appears. Click the back key one or more times until the system bar disappears.

Please go to the NovoConnect home screen to locate the parameters. You will need a USB-based mouse to perform setting changes.

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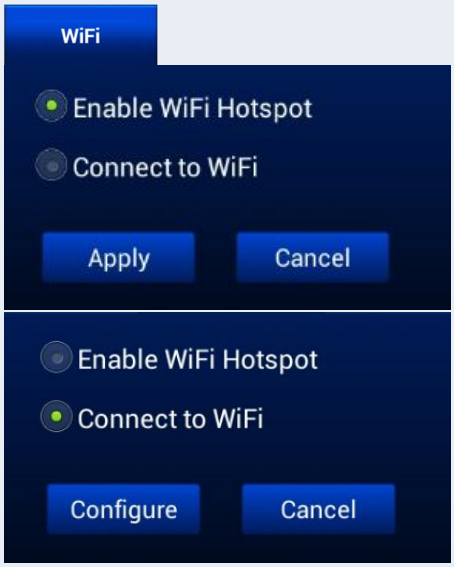
Function	Description
	Setup Guide and QR Code: The B360 connection setup guide is initially selected when B360 is first powered on. To show or hide this guide, click Setup Guide. For quick connection with iPad or Android tablets, the B360 connection QR code is continuously displayed and updated on the lower right corner of the NovoConnect home screen. For more details regarding the use of this setup guide and the QR code, please refer to the section 1.2.2 The NovoConnect Home Screen earlier in this document.
	**Wi-Fi**: Click the **WiFi** button to bring up the Wi-Fi configuration window. To use the B360 as the Wi-Fi host, select "**Enable WiFi Hotspot"** and click **Apply**. To use an external router as the Wi-Fi host with Internet access, select "**Connect to WiFi"**; click **Configure** to bring up the relevant Android system menu. Enable Wi-Fi connection. Select the SSID of the external router. Enter the router's password if needed. Click **Connect**.
	Display: Click the **Display** button to bring up the *Select Display Output Format* window. Select one of the following screen resolutions (the *presenter*'s , Windows and Mac PC, will be automatically adjusted to match the selected option): **Auto Config** — This setting automatically determines the optimal screen resolution. **XGA(1024x768)** **WXGA(1280x800)** **720p (1280x720)** **1080p (1920x1080)** Click **Save** to confirm the selection, or click **Cancel** to abort the selection.

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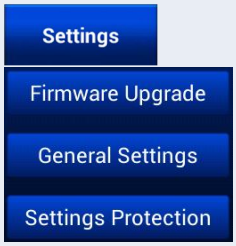
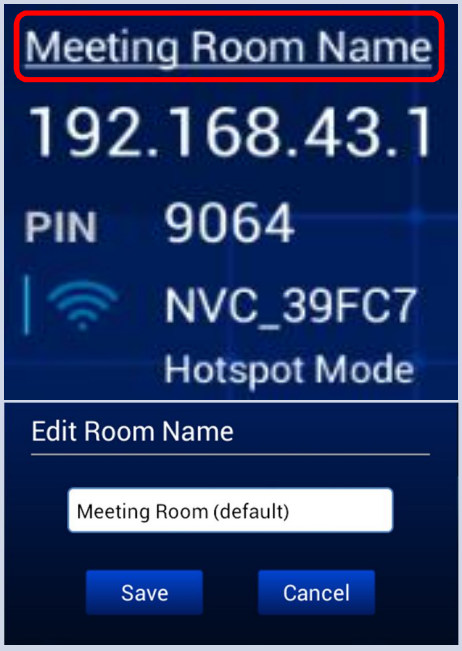


Settings:
Click the **Settings** button for more device settings for the B360.
, access the Android system menu.

Firmware Upgrade: Click to upgrade the B360 to the latest firmware version.
General Settings: Click to access the Android system menu.
Settings Protection: Click to set password protection for the B360. The **Configure Settings Protection** dialog window will pop up.

Configure Settings Protection:
To disable the password, click **Disable Protection**.
To set A password, click **Enable Protection**, then enter a password followed by its confirmation on the line below.

Reset:
To restart the NovoConnect B360:
Press and hold on the **Reset** tab for two (2) seconds. The B360 will restart.



Presentation group name:
Click on the presentation group name shown in the lower right corner of the NovoConnect home screen. This will bring up the *Edit Room Name* window. Enter the new presentation group name using the on-screen soft keyboard. Click **Save** to confirm the name change, or click **Cancel** to abort the name change.

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Set edition:
Click on the edition name shown on the top left corner of the NovoConnect home screen. This will bring up the edition selection window. Select either **Corporate Edition** or ***Education Edition***, then click **Confirm** to make the edition change official, or click **Cancel** to abort the edition change.
The main difference between these two editions are as follows:

Corporate Edition:	1. All *participants* can project screen contents directly onto the NovoConnect screen. 2. Moderator on/off function. 3. Tool bar: a) PC/MAC – Supports *NovoScreenote.* b) iOS/Android Tablets – Supports *Screenshot and Share.*
Education Edition:	1. The *host* can preview the screen of any *participant* without permission. 2. Tool bar: a) PC/MAC – Supports all functions. b) iOS/Android Tablets – Supports all functions.

4.2 Device information and settings, reset, and firmware upgrade

The device information and settings menus have four functions:

1. Presentation Settings: This screen displays presentation connection information for your B360.
2. Device Settings: These options allow you to remotely configure your B360 from your desktop.
3. Password Protection: This option allows you to set a password to protect your Desktop Streamer user interface from unwanted modifications.
4. Device Upgrade: This option allows you to upgrade your B360 online to the latest firmware version.

Follow the steps below to access the functions described above.

(*For Education Edition* all participants will automatically allow screen preview.)

Function	Description
	To show presentation settings (when disconnected): Click ▼ to expand the Settings tab to access more detailed settings.

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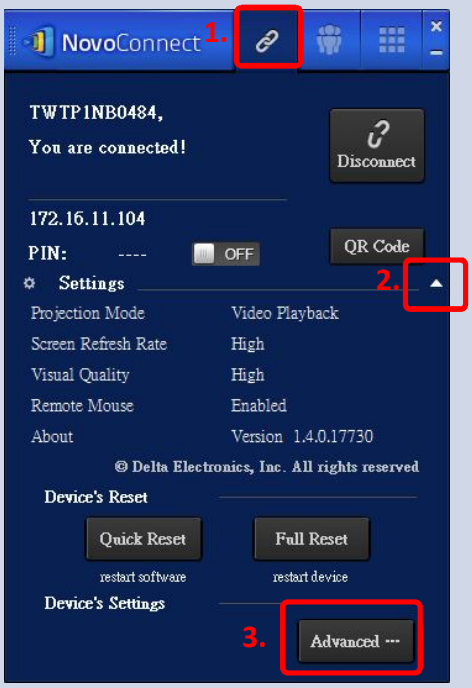
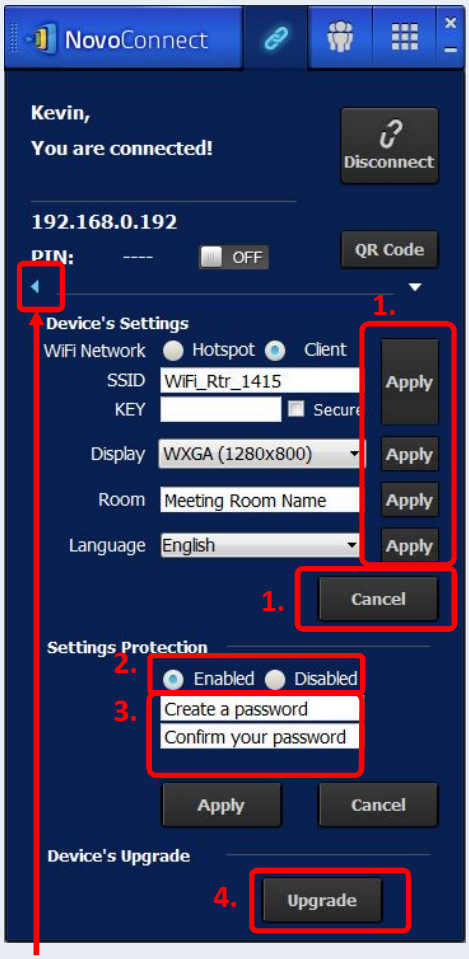


To show presentation settings (when connected):

1. Click the tab to enter the presentation control page.
2. Click the icon to display presentation settings that have been set before connecting to your B360.
3. Click Advanced ... to access the device settings, reset, and device upgrade function as shown below.



Click this tab to go back to the presentation settings page.

Configuring device settings (when connected):

Here you can remotely configure your B360 device settings right from your desktop.

1. Click Apply to confirm the changes, or click Cancel to abort the changes.

Setting a user interface password protection:

Here you can set a password to protect your Desktop Streamer user interface from unwanted modifications.

2. Click **Enabled** to enable password protection, or click **Disabled** to disable password protection.
3. If password protection is enabled, enter the password and confirm the password on the line below.

Upgrading the NovoConnect firmware:

First make sure that your B360 is set to *Client Mode* and is connected to a Wi-Fi router with an Internet connection.

4. Click Upgrade. The computer will automatically check for the latest firmware upgrade for your device. If new upgrades are available, your B360 will automatically download and install them.

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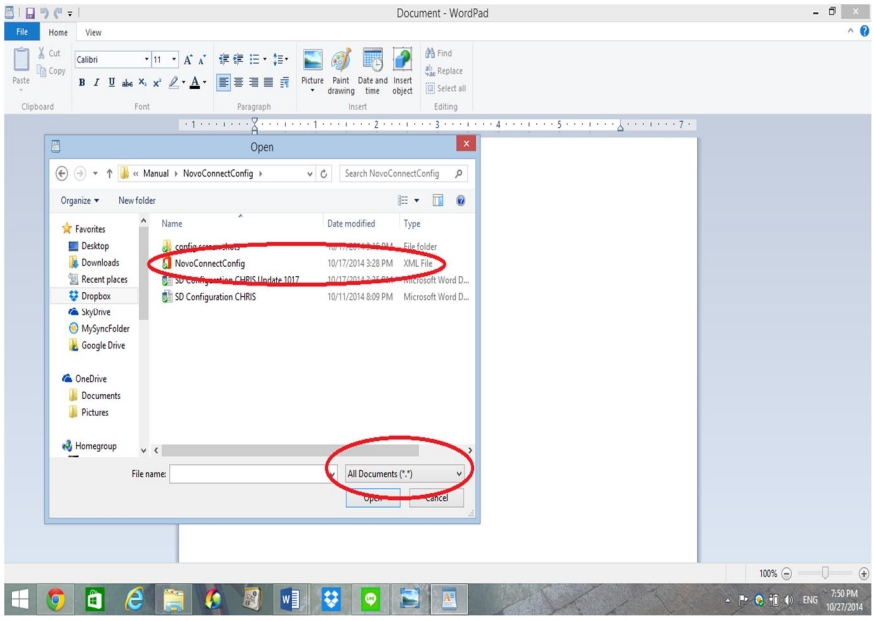
4.3 Custom Configuration File

4.3.1 Create and Install Custom Configuration File

This function allows you to create and install a custom configuration file to set your Wi-Fi mode and logo file via a microSD card.

4.3.2 Download and open NovoConnectConfig.xml template file

1. Go the NovoConnect Web site and download the zip file “SD Configuration”. Extract the “NovoConnectConfig.xml” file from the zip archive.
2. Using either WordPad or another XML editing program, open the file “NovoConnectConfig.xml”.
3. If you are using WordPad, follow these steps. Otherwise follow the procedures of your preferred XML editor.
4. Launch WordPad and open the template file. Use the view “All Documents” option when Open File window appears.



4.3.3 Fill in the values for personal configuration

1. When opened, the text will look like this:

```
<?xml version="1.0" encoding="utf-8"?>
<configuration>
    <wifi-ssid> example_wifi </wifi-ssid>
    <wifi-password>password_abcd</wifi-password>
    <logo-file-name>home_screen_logo.png</logo-file-name>
</configuration>
```

2. Replace the example SSID with your network’s SSID. The example SSID in the template is “example_wifi”.

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3. Replace the example password with your Wi-Fi password. The Wi-Fi password in the in the template is “password_abcd”.
4. Save your changes to the template.

4.3.4 Add a home-screen logo (optional)

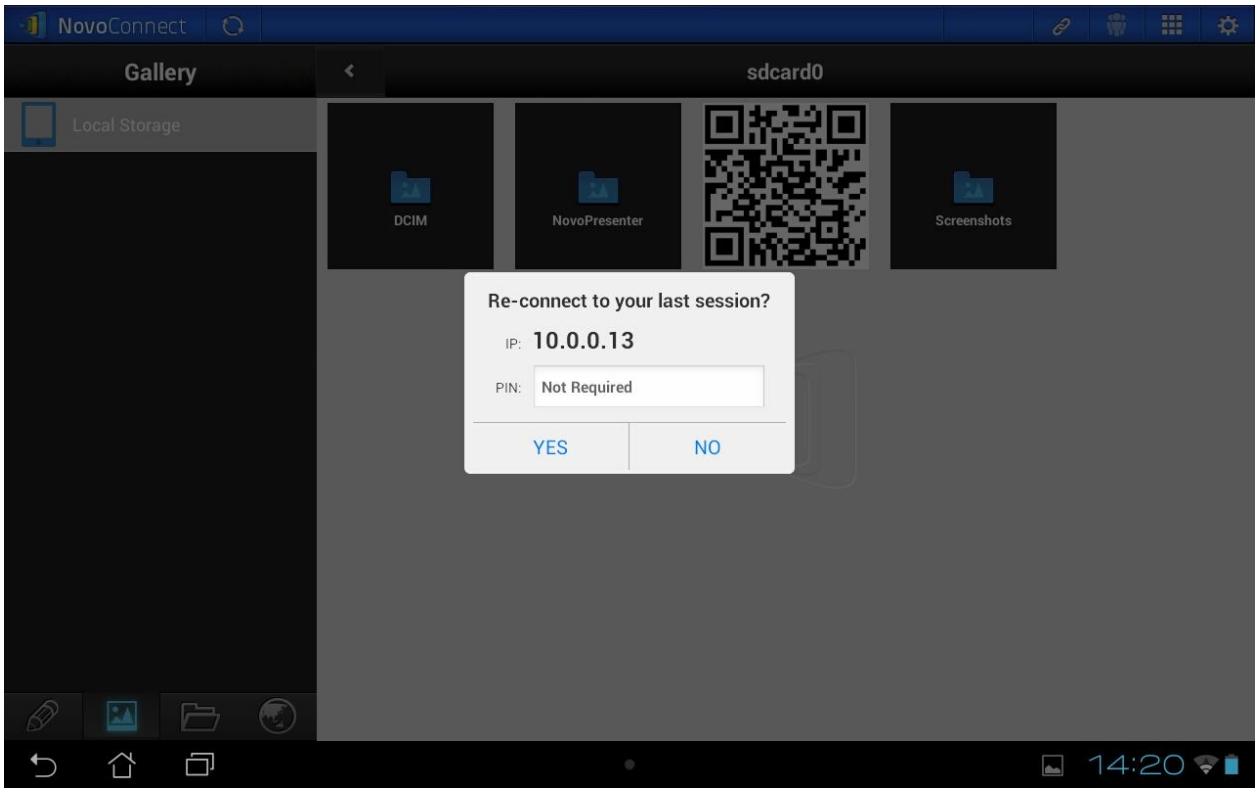
1. Choose an image for your logo. The image should be in the .png file format and no larger than 300 pixels height x 600 pixels width.
2. Replace the example image file name in the template with your custom image file name. The example image file name in the template is “home_screen_logo.png”.
3. Save your changes.

4.3.5 Copy and install files

1. Copy NovoConnectConfig.xml file and your logo image file (optional) to a microSD card.
2. Insert the microSD card to the NovoConnect device.
3. Press the “reset” button to reboot the NovoConnect device.
4. After the reboot, both the Wi-Fi and the home-screen logo will be automatically set to the user’s custom configuration.

4.4 Wi-Fi Reconnection

This feature allows tablet users to reconnect to NovoConnect after it has either powered down or lost its Wi-Fi connection. When the device is powered on again and reestablishes a Wi-Fi connection, a box will pop up asking if the user would like to reconnect to their last session.



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5. Specifications

Hardware Specifications	
Power Supply	5VDC, 2A
Power Consumption	< 10W
Output Resolutions	1024x768 (XGA), 1280x720 (HD), 1280x800 (WXGA), 1920x1080 (Full HD), Auto Config
CPU (SoC)	ARM Cortex A9 Video Decoder/Encoder (H.264, VC-1, VP8)
Memory	DDR 1024MB
Storage	Internal: 4GB (eMMC Flash) External: microSD Card Slot
Wi-Fi	802.11 b/g/n (2.4GHz & 5GHz)
Input/Output	USB Input USB Type A x 1 Video Output Micro HDMI x 1 Card Reader microSD Card Slot x 1 Power Input Micro USB (5V 2A)
LED Indicator	Green (Power On)
Button/Switch	Reset
Dimensions	88 x 55 x 16 mm (L x W x H)
Weight	105 g
PC/Notebook Application Requirements	
CPU	Intel Pentium, 2GHz (Intel Core i3 and above are preferred)
Operating System	Windows XP, Windows 7, Windows 8 (32 bits and 64 bits), Mac 10.6 and above
RAM	4 GB
Android Mobile Device Application Requirements	
Operating System	Android 3.2 and above (Android 4.0 and above are recommended)
Resolution	1024x768, 1280x800, or higher are recommended
iOS Mobile Device Application Requirements	
Operating System	iOS 5.1 and above
Device Type	iPad, iPad 2, iPad 3, iPad 4, iPad mini, and iPad Air

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6. Troubleshooting

Q: NovoConnect does not power up or operate.

A: Check if the proper DC power supply with the appropriate operating voltage and sufficient operating current (5VDC, 2A) is connected to the Micro-USB port of the NovoConnect B360.

Q: My PC cannot link to NovoConnect wirelessly.

A: For your PC to link to NovoConnect, your PC must either have a built-in a Wi-Fi module or an external Wi-Fi adapter, and Wi-Fi must be enabled. If the NovoConnect B360 is set to Hotspot Mode (factory default mode), choose NovoConnect's SSID from the available SSID list. If NovoConnect is set to Client Mode and is connected to a specific Wi-Fi AP, choose that AP's SSID from the available SSID list.

Q: The play/pause buttons do not work.

A: These buttons are functional only for the current *presenters*.

Q: I cannot connect to the Internet on NovoConnect.

A: This is normal if the NovoConnect B360 is set to Hotspot Mode, since NovoConnect by itself does not support WAN (wireless wide area network) access. To access the Internet for tasks such as Web browsing on NovoConnect, please set the Wi-Fi to Client Mode and connect to a Wi-Fi AP that that is connected to the Internet.

Q: My PC or mobile device has failed to connect to NovoConnect.

A: First, make sure that Wi-Fi is enabled on your device. If NovoConnect is set to Hotspot Mode (factory default mode), choose the NovoConnect's SSID from the available SSID list. If NovoConnect is set to Client Mode and is connected to a Wi-Fi router, choose that router's SSID from the available SSID list.

Q: I cannot choose to present in full screen or in one of the split screens.

A: Only the *host* has the authority to decide whether your presentation is to be seen in full screen or one of the split screens. You may be invited to be the *host*: 1) if the Reset button is clicked on the NovoConnect B360, 2) if the *host* explicitly hands over *host* control to you, or 3) if all other *presenters* have disconnected from NovoConnect.

Q: I am the *host*, but I cannot preview other *participants'* screens.

A: To preview a *participant's* screen before sending a presentation invitation, that *participant* must have screen preview enabled on his device.

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Q: My device's on-screen display looks stretched or compressed on NovoConnect's screen output.

A: There may be an aspect ratio mismatch between the NovoConnect B360's chosen output resolution and your device's screen aspect ratio (e.g. your device's screen has the 4:3 aspect ratio, and you have set NovoConnect's output resolution to a 16:9 or 16:10 option). Try to set the display resolution on the NovoConnect B360 so that it has an aspect ratio that either matches that of your device or is as close to your device's screen aspect ratio as possible. You have the option of letting NovoConnect automatically determines the best output resolution by selecting Auto Config in the display settings.

Q: During the presentation, my PC/Mac computer's cursor is flickering.

A: You can try a different screen resolution for your PC/Mac computer. You can also try different settings for Projection Mode, Visual Quality, and Screen Refresh Rate (which need to be set before you connect your PC/Mac computer to your NovoConnect B360) until the problem disappears or is minimized.

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7. Safety Information

Refer to the manual and take note of the safety instructions before operating your device.

- Ensure that the power source's output voltage matches your device's operating voltage.
- To prevent the risk of electric shock, do not operate this device near water or in environments of high moisture.
- Do not disassemble or try to repair this device by yourself. Contact your local Delta service center for assistance.
- Keep the device's plastic packages out of the reach of children.

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9. Index

1. access point
2. Android
3. B360
4. cable
5. click
6. Client Mode
7. configure
8. connect
9. device
10. disconnect
11. Dropbox
12. firmware upgrade
13. HDMI
14. host
15. Hotspot Mode
16. icon
17. install
18. internet
19. iOS
20. iPad
21. IWB
22. join
23. keyboard
24. login
25. Mac
26. mobile
27. mouse
28. NovoConnect
29. NovoConnect Desktop Streamer
30. NovoPresenter
31. PC
32. PIN
33. participant
34. power
35. presentation
36. presenter
37. preview
38. projector
39. QR code
40. reset
41. Remote Viewer
42. resolution
43. role
44. screen
45. setting
46. software
47. SSID
48. tablet
49. touch
50. USB
51. Wi-Fi
52. Windows

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